AGENDA—COMMON COUNCIL MEETING

Monday, February 24, 2020
6:00 p.m.

1. Roll Call and Pledge of Allegiance.

2. Moment of silence to remember former City Administrator Richard E. Maslowski – June 14, 1950-February 18, 2020

3. Speaker – State Senator Lena Taylor – 4th District

4. Public Comment. Glendale residents, business owners and property owners are invited to speak to the Council on items that are not on the agenda and are within the City's ability to regulate or control.

5. Consent Agenda:
   a) Adoption of Minutes of Meeting held on February 10, 2020.
   b) Approval of Monthly Reports.

6. New Business: (The public may speak to the Council prior to the beginning of deliberations on these items, provided they have notified their respective Alderperson or the Mayor in advance of this meeting).
   a) In Commemoration of Black History Month, A Resolution to Honor the Achievements of Glendale’s Black Residents.
   b) Review and Approval of the Spring City-wide Newsletter.
   c) Review and Approval of the City of Glendale Emergency Operations Plan.
   d) Approval of Contract for General Forestry Services.
   e) Resolution to Initiate Discontinuance of a Public Way for the vacating of a public street at Bayshore Town Center.
   f) Review and approval of Bid Results for the Lydell Avenue Reconstruction Project.

7. Commission, Committee, Board Reports: (This is an Opportunity for Council Members to Report on their Respective Committees, Commissions, Boards of which they serve as a Member.)

8. Adjournment.

– Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals.
4A–4B
02/24/2020
CONSENT
AGENDA
Regular meeting of the Common Council of the City of Glendale held in the Municipal Building, 5909 North Milwaukee River Parkway, Glendale, Wisconsin.

The meeting was called to order by Mayor Kennedy at 6:00 p.m.


Other Officials Present: Rachel Safstrom, City Administrator; John Fuchs, City Attorney; Rhett Fugman, Police Captain; Megan Humitz, City Clerk.

PLEDGE OF ALLEGIANCE.

The members of the Common Council, City staff, and all those present pledged allegiance to the flag of the United States of America.

OPEN MEETING NOTICE.

Administrator Safstrom advised that in accordance with the Open Meeting Law, the local news media was advised on Thursday, February 6, 2020, of the date of this meeting; that the Agenda was posted on the official bulletin board of City Hall, the Glendale Police Department, and the North Shore Library; that copies of the Agenda were made available to the general public in the Municipal Building and the Police Department; and those persons who requested, were sent copies of the Agenda.

SPEAKER.

District 1 Milwaukee County Supervisor Elect, Liz Sumner, was present to introduce herself to the Common Council. Ms. Sumner is running unopposed in the April election, and will be the next County Supervisor for District 1. The main issues she hopes to address during her term are environmental causes related to the Milwaukee County Parks and local business growth in her district.

PUBLIC COMMENT.

No comments were made by the public.

CONSENT AGENDA.

I. File No.__________________________
   a. Adoption of Minutes of Meeting held on January 27, 2020.

b. Approval of Accounts Payable.


c. Approve the appointment of Lee Carey to the Board of Review, to fill the unexpired term of Jon Janowski.


d. Payment 3 and FINAL to Vinton Construction Co., for work completed on 2019 Green Bay Avenue Watermain Project.


NEW BUSINESS.

II. File No. _________________
Bid Results for the 2020-2022 Landscape Services Three-Year Request for Proposal.

Administrator Safstrom explained that this was the second year sending out a request for proposal for landscaping services, with the thought to, in 2020, contract for three years to lock in a better rate. Last year Staff took on more of the landscape responsibilities that were previously contracted out. The goal is to continue to perform more of these services in-house, thus saving the City money. Some services will still need to be contracted out, due to limited time, staff, and resources.

Staff recommends awarding the three-year contract to Sebert Landscaping in the amount of $275,2790.00. This will include mulching during the last year of the contract.


III. File No. _________________
Review and approval of Amendment One to the Idle Industrial Sites
Redevelopment Grant Agreement between the Wisconsin Economic Development Corporation and the City of Glendale.

Administrator Safstrom explained that Glendale Partners, LLC owns a vacant parcel at the south end of Glendale, near the Home Depot – 4300 N. Green Bay Avenue. This parcel is zoned M-1 (Warehouse, Light Manufacturing, Office and Service), with limited access to the property. The property owners requested the City work with them on an Idle Sites Grant to assist with development of the property.

The property owner developed and submitted the grant in 2018 with Council approval. Since that time, the developer has had challenges with the WDOT related to the I-43 construction, resulting in a delay of the project. Wisconsin Economic Development Corporation (WEDC) is willing to work with the City and the Developer to extend the deadlines.

A request has been made to approve Amendment One to the Idle Industrial Sites Redevelopment Grant Agreement between the Wisconsin Economic Development Corporation and the City of Glendale. The City of Glendale is the recipient of the grant, which will be used to reimburse the Developer.

Motion by Ald. Gelhard, seconded by Ald. Wiese, to approve Amendment One to the Idle Industrial Sites Redevelopment Grant Agreement between the Wisconsin Economic Development Corporation and the City of Glendale as presented. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling and Shaw. Noes: None. Absent: Motion carried.

IV. File No. ____________________________
Waive option of the City to purchase 725 W. Glendale Avenue.

Attorney Fuchs explained that in January 2016, the City entered into an agreement with Sprecher Brewing located at 701 W. Glendale Avenue. Sprecher had just purchased 725 W. Glendale Avenue, a property between the two properties Sprecher had already purchased. The agreement included a first right of refusal in the event that 725 W. Glendale Avenue was sold.

With the recent sale of the business Sprecher Brewing to local investors, the sale of the land was included. It is the intent of the new owners to utilize 725 W. Glendale Avenue to expand brewery operations.

Ald. Daugherty raised concerns that combining the three parcels will not guarantee that the new owners of Sprecher Brewing will not resell the property after the City has waived the option right. Administrator Safstrom clarified that the first right of refusal applies only to this sale and does not apply to future sales of the properties. The Development Agreement will still be enforceable with the new owners for any future sale.

A request has been made to formally waive the option right of the City and to waive the enforcement of the development fee. The new owners are considering a Certified Survey Map formally joining all three parcels.
Motion by Ald. Wiese, seconded by Ald. Shaw, to approve the Waiver of the option of the City to purchase 725 W. Glendale Avenue as presented. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling and Shaw Ald. Noes: None. Absent: Motion carried.

V. File No. 
Ordinance creating section 9.4.3(b) pertaining to small Cell Permit and Colocation Fees for Wireless Communication Systems.

Attorney Fuchs explained that many measures of Chapter 9.4 of the Municipal Code pertaining to Wireless Communication Systems have not been updated. Specifically, in accordance with the framework for the deployment by wireless services and infrastructure providers of equipment and facilities; the permitting process for certain activities by wireless providers; the regulation of access to certain governmental structures by wireless providers; and the establishment of nondiscriminatory rates or fees on wireless providers.

The new Ordinance creating section 9.4.3(b) pertaining to small Cell Permit and Colocation Fees for Wireless Communication Systems will implement an annual fee of $20 per small wireless facility placement in the City’s right-of-way, as well as a $250 fee for each new or replacement installation which is affixed to or located on a City of Glendale owned structure.

Ald. Vukovic raised concerns associated removing equipment when it becomes obsolete. Attorney Fuchs clarified that all associated expenses are that of the wireless service and infrastructure providers as part of the permit and will not fall under obligation of the City.

Motion by Ald. Daugherty, seconded by Ald. Vukovic, to approve Ordinance creating section 9.4.3(b) pertaining to small Cell Permit and Colocation Fees for Wireless Communication Systems as presented. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling and Shaw. Noes: None. Absent: Motion carried.

VI. File No. 
Resolution Authorizing the Submittal of a State Grant Application by the City of Glendale Floodplain Administrator and the Subsequent Appropriation of the City Funds for a Municipal Flood Control Grant Project Titled Sunny Point Acquisition – Phase IV.

Administrator Safstrom explained that the City has been working with the Wisconsin Department of Natural Resources for several years on flood mitigation. Annually, the City sends out letters to property owners affected most by potential flooding on the Milwaukee River. If a property owner is interested in working with the City on this voluntary process, the City will acquire the property and remove all structures in the floodplain. To date, seven properties have been acquired.

The City is reimbursed for all costs, including contracted engineering services, from WDNR, FEMA, and MMSD. After all structures have been removed, the City is responsible for the associated maintenance costs.
Motion by Ald. Wiese, seconded by Ald. Gelhard, to approve Resolution Authorizing the Submittal of a State Grant Application by the City of Glendale Floodplain Administrator and the Subsequent Appropriation of the City Funds for a Municipal Flood Control Grant Project Titled Sunny Point Acquisition – Phase IV as presented. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling and Shaw. Noes: None. Absent: Motion carried.

VII. File No. ___________________________
Approval of Arch Electric Feasibility Study for Solar Options at City Hall.

Administrator Safstrom explained that now that the construction of City Hall has been completed, there is an opportunity to have additional savings for electric costs on top of the 40% savings as a result of the new building. Arch Electric has worked with various other North Shore agencies on feasibility studies, as well as implementation programs. The cost of an initial feasibility is $2,100.

Ald. Wiese expressed concerns over whether or not any other companies were solicited to conduct a feasibility study. Administrator Safstrom informed the Council that none were solicited at this time, however the estimate provided by Arch Electric came in significantly lower than a prior report from 2012. The Village of Whitefish Bay and the North Shore Water Commission has had positive experiences with Arch Electric. Additionally, Administrator Safstrom indicated that it would be possibly to solicit other companies, however that would cause a delay in the process.

Ald. Daugherty expressed concern regarding the results of the feasibility study and bidding on the work itself, if approved. Administrator Safstrom confirmed that the report resulting from the study will be public record, and the results would be available for RFP for bidding.

Mayor Kennedy indicated that he is fully in support of moving forward with the study by Arch Electric, and recommended a vote in favor of the action.


VIII. File No. ___________________________
Recommendation of the Plan Commission for approval of a Certified Survey Map 208 East Capitol Drive.

Administrator Safstrom explained that a Certified Survey Map was created for 208 E. Capitol Drive. The proposed CSM shows that a parcel will be split into two separate parcels, with the north portion located in the City of Glendale and the south portion in the City of Milwaukee. The current plan for the east parcel is for a Taco Bell, however the developer is currently unsure if they will split the property between the municipalities. The developer has indicated having additional concerns, however has not articulated to the City the specific concerns.

Motion by Ald. Wiese, seconded by Ald. Daugherty, to approve to approve the
Certified Survey Map 208 E. Capitol Drive, with the requirement that pending City of Glendale review and approval of redevelopment plans for properties, plans be submitted and Building Permits be completed to raze and restore the existing building and site, payment of the $205 administration fee making the required technical corrections to the document, and payment of City Engineer CSM technical review fees and any other required fees. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling and Shaw. Noes: None. Absent: Motion carried.

COMMISSION, COMMITTEE AND BOARD REPORTS.

There were several updates from Council members, on the activities of the various Commissions, Committees and Boards on which they serve.

ADJOURNMENT.

There being no further business, motion was made by Ald. Wiese, seconded by Ald. Shaw, to adjourn the meeting. Ayes: Ald. Vukovic, Daugherty, Gelhard, Wiese, Schmelzling, and Shaw. Noes: None. Absent: Motion carried and adjournment of the Common Council was ordered at 6:50 p.m., until Monday, February 24, 2020, at 6:00 p.m.

Megan Humitz
City Clerk

Activity by the Numbers
- 9,773 Residents visited the North Shore Library
- 18,060 Physical Items checked out
- 3,797 E-items checked out by NSL residents
- 59 New Library Cards Issued
- 30 days North Shore Library was open
- 2,408 WIFI Sessions
- 1,221 Public Computer Sessions
- 3,334 Website Visits
- 52 Community Room uses
- 114 Study Room uses

Classes
- 25 Children’s Classes with 475 Participants
- 17 Adult Classes with 151 Participants

Highlights/Accomplishments
- The Adult Services team attended the annual online Wisconsin Winter Web Conference participating in sessions on Programming with Purpose, Social Media Marketing, Reader’s Advisory and Managing Multi-generational Library Staff.
- The Adult Services staff hired and began onboarding a new part-time Adult Reference Librarian.
- Youth Services introduced a new STEAM Storytime. STEAM Storytime’s goal is to teach age-appropriate science, technology, engineering, art and math through literacy using the library’s resources.
- Read Play Grow, our story time for children under 23 months and their caregivers continued to grow with 118 people attending in January. That is a 72% increase over the previous two years’ numbers in January. Read Play Grow encourages caregivers and their young children to sing, play, listen to stories and begin to socialize with their peers, all important parts of early reading development.
- Youth Services Staff began a new early literacy program, “Music and Movement”, an hour long music and dance exploration program for families with children under 5 years old. Music and Movement is held in the evening to accommodate working families and those caregivers who cannot get to the library during the day. The goal is to provide an early literacy program focusing on music, because according to a 2016 study at the University of Southern California’s Brain and Creativity Institute, musical experiences in childhood can actually accelerate brain development, specifically in the areas of language acquisition and reading skills.
MINUTES OF THE
NORTH SHORE WATER COMMISSION
MEETING OF WEDNESDAY, JANUARY 8, 2020

A meeting of the North Shore Water Commission was held at the Filtration Plant, 400 West Bender Road, Glendale, Wisconsin on Wednesday, January 8, 2020.

Meeting was called to order at 8:04 A.M. by Mr. Edlebeck.

Present: John Edlebeck, Chair (Whitefish Bay); Scott Botcher, Secretary (Fox Point);
Charlie Imig, Member (Glendale)

Mr. Botcher arrived at 8:50 AM.

Also present: Eric Kiefer, Plant Manager & Recording Secretary

MINUTES

It was moved by Mr. Imig, seconded by Mr. Edlebeck, and unanimously carried to approve the minutes for the meeting held December 11, 2019.

MONTHLY REPORT OF PLANT OPERATIONS

Mr. Kiefer provided the Commission with a report regarding plant operations. The 2019 year-to-date total pumpage was nearly the same as 2018; however, the individual totals show Whitefish Bay and Fox Point are up for the year and Glendale down. Mr. Edlebeck and Mr. Imig discussed the magnitude of changes and went through the delivery volumes shown in the extended monthly report. Mr. Edlebeck believes the extra volume being delivered to Whitefish Bay is significant and should be further investigated. Mr. Kiefer will follow up with Mr. Edlebeck and provide additional data.

The report was placed on file without any motion.

ANNUAL OPERATING BUDGET

The monthly reports were put on file without motion.

MONTHLY BILLS

It was moved by Mr. Imig, seconded by Mr. Edlebeck, and unanimously carried that the following payments be approved and authorization was given to the Fiscal Agent to make such payments.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amazon (gift cards, rodent repellent, and mothballs)</td>
<td>$159.55</td>
</tr>
<tr>
<td>American Bolt (channel, channel corners, nuts, screws, and other hardware)</td>
<td>$4,157.22</td>
</tr>
<tr>
<td>Angela Beling (municipal water supply operator certification)</td>
<td>$25.00</td>
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<tr>
<td>ChemTrade (treatment chemical: aluminum sulfate)</td>
<td>$3,189.69</td>
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<tr>
<td>Cintas (uniforms)</td>
<td>$164.61</td>
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<tr>
<td>Description</td>
<td>Amount</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Cintas Fire Protection (fire extinguisher servicing)</td>
<td>$363.08</td>
</tr>
<tr>
<td>City of Milwaukee (semi-annual standby service fee)</td>
<td>$1,350.00</td>
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<tr>
<td>Clark Dietz (general engineering services)</td>
<td>$555.00</td>
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<tr>
<td>Cummins NPower (generator repairs and other maintenance)</td>
<td>$20,030.83</td>
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<tr>
<td>Diversified Benefit Services (section 125 plan administration)</td>
<td>$96.50</td>
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<tr>
<td>Fuchs &amp; Boyle (legal services)</td>
<td>$117.00</td>
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<tr>
<td>Glendale Water Utility (quarterly stormwater and environmental fees)</td>
<td>$591.60</td>
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<tr>
<td>Grainger (screws, conductivity standard, reflective tape, conduit fittings, and mat)</td>
<td>$263.40</td>
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<tr>
<td>Great America (lease payment for copier)</td>
<td>$100.00</td>
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<tr>
<td>Hawkins (aqueous ammonia and polymer)</td>
<td>$2,614.64</td>
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<tr>
<td>Idexx (color comparator)</td>
<td>$17.33</td>
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<tr>
<td>Mulcahy Shaw (DPD reagents and motor assembly parts for OptiView)</td>
<td>$787.28</td>
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<tr>
<td>Northern Lake Service (compliance and corrosion monitoring)</td>
<td>$1,264.40</td>
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<tr>
<td>Office Copying Equipment (maintenance payment for copier)</td>
<td>$29.52</td>
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<tr>
<td>Pace Analytical (compliance monitoring)</td>
<td>$249.00</td>
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<tr>
<td>Quill (labels, fileboxes, and folders)</td>
<td>$170.95</td>
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<tr>
<td>Rotroff Jeanson (accounting services)</td>
<td>$1,085.00</td>
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<tr>
<td>Rowell Chemical (treatment chemical: fluoride)</td>
<td>$3,164.48</td>
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<tr>
<td>Securian (life insurance)</td>
<td>$141.46</td>
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<td>Spectrum (internet and phone)</td>
<td>$594.79</td>
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<tr>
<td>T&amp;L Glass (time and materials to replace 2 windows)</td>
<td>$1,282.00</td>
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<tr>
<td>USA Bluebook (turbidity standard, hoses for chemical feed pump, and phosphate reagent)</td>
<td>$929.48</td>
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<tr>
<td>Village Ace Hardware (adhesive, caulk, and gasket material)</td>
<td>$18.46</td>
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<tr>
<td>Village of Fox Point (diesel and gasoline)</td>
<td>$78.71</td>
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<tr>
<td>Village of Whitefish Bay (Klode water bill)</td>
<td>$483.47</td>
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<td>Water Council (renew membership)</td>
<td>$1,000.00</td>
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<tr>
<td>WaterStone Bank (credit card - General Fund)</td>
<td>$701.82</td>
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<tr>
<td>-- AT&amp;T (monthly internet charge): $61.94</td>
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<tr>
<td>-- eBay/seller_mike64 (motor contactor): $150.00</td>
<td></td>
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<tr>
<td>-- FedEx Office (copies): $79.33</td>
<td></td>
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<tr>
<td>-- Google (google apps for work and extra storage): $58.16</td>
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<tr>
<td>-- Siteground (annual renewal of domain registration, web hosting, and related services): $205.15</td>
<td></td>
</tr>
<tr>
<td>-- StraightTalk (December and January cell phone charges): $92.24</td>
<td></td>
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<tr>
<td>-- USPS (stamps): $55.00</td>
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</tr>
<tr>
<td>We Energies (Bender Electric) - ESTIMATED</td>
<td>$13,229.12</td>
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<tr>
<td>We Energies (Bender Gas) - ESTIMATED</td>
<td>$1,452.97</td>
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<tr>
<td>We Energies (Green Tree Electric) - ESTIMATED</td>
<td>$20.04</td>
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<tr>
<td>We Energies (Henry Clay Electric) - ESTIMATED</td>
<td>$20.49</td>
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<tr>
<td>We Energies (Klode Electric) - ESTIMATED</td>
<td>$3,894.33</td>
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<tr>
<td>We Energies (Klode Gas) - ESTIMATED</td>
<td>$21.23</td>
</tr>
<tr>
<td>Wisconsin State Lab of Hygiene (fluoride analysis)</td>
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CAPITAL FUND

<table>
<thead>
<tr>
<th></th>
<th>SUB-TOTAL</th>
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<tbody>
<tr>
<td>$64,440.45</td>
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</table>

SUB-TOTAL $0.00

TOTAL $64,440.45

STATUS REPORT OF THE RESERVOIR UPGRADE PROJECT

Mr. Kiefer briefed the Commission about the status of the Reservoir Upgrade Project. In general, Mr. Kiefer believes the project is back on track. In his opinion, the quality of the drawings and specifications now meet or exceed his expectations. Furthermore, Mr. Kiefer reported that WDNR appears to be near the end of their review of the project.

Mr. Kiefer explained that there are a couple of minor concerns that he communicated to SEH. First, he was concerned with solvent-welded PVC in the piping between the reservoirs. Given the diameter of the pipe, he was concerned about the quality of the solvent welding. SEH told Mr. Kiefer that they will address this by requiring pipe to be solvent-welded in a shop environment with flanges for each section of pipe; each pipe section will be delivered and installed precluding on-site solvent-welding.

Another concern Mr. Kiefer expressed had to do with the buried high voltage power line near the southwest corner of the building. SEH explained that they would require the contractor to verify location of line with hydro-excavation or other acceptable means.

Mr. Edlebeck and Mr. Kiefer discussed details pertaining to the work to be performed in this area. Mr. Kiefer explained that 8" storm sewer piping is planned to be replaced with 12" storm sewer piping. Mr. Edlebeck asked Mr. Kiefer to investigate a change in the project; instead of replacing, would it be possible to install new storm sewer pipe instead. Mr. Kiefer said that he would ask SEH.

Mr. Miles Jensen was called at this time. Mr. Edlebeck acted as the spokesperson of the Commission. Below is a characterization of Mr. Jensen's responses.

--Start-of-Call-- (starting at approximately 8:38 AM)

Quality Control

Mr. Jensen indicated that SEH performed quality control (QC) throughout the project and continues to perform QC. He indicated plans and specifications have been changed—above and beyond what Strand Associates found during their peer review. Changes will continue as necessary.

When asked what kind of a process is being used, Mr. Jensen indicated that it wasn't a formal process; issues are addressed as discovered. It is an on-going process.

Bid Advertisement Date
Mr. Jensen explained that the review process is coming to an end for WDNR. Although there hasn’t been any response from PSC, there is no cause for concern. According to Mr. Jensen, it is likely that all regulatory review will be completed before the anticipated bid date of 1/28/2020. Mr. Edlebeck explained that he would like Mr. Kiefer to authorize the start of the bid advertisement--if everything goes as planned, then the bid advertisement can start on 1/28/2020. Otherwise, Mr. Kiefer can delay it as necessary.

There was discussion about other dates and their significance in the context of the proposed bid advertisement. Mr. Edlebeck asked Mr. Jensen to revise the bid advertisement so that a local plan room would be used instead of the one proposed and that dates be adjusted as necessary.

**Contract Language**

Mr. Jensen responded to questions about the term substantial completion and the term final completion. Mr. Jensen reviewed the places in the contract where the terms were used and committed to making these terms more understandable and clear so that contractors wouldn’t dispute their meaning.

Mr. Botcher arrived at 8:50 AM.

The Commission and Mr. Jensen agreed on what areas of the contract should be revised. Including a find-and-replace of “Locke Park” throughout the document.

Mr. Jensen mentioned that he anticipates 2020 to be a very busy construction year. This could drive up the cost of the project or reduce the number of bids received. The Commission should provide at least a month for contractors to submit bids after the bid is advertised.

--End-of-Call-- (ending at approximately 8:57 AM)

It was the consensus of the Commission that the project is back on track, and it seems likely that the project will be completed on time. No action was taken by the Commission at this time.

**UPDATED CAPITAL ALLOCATION RATES**

Mr. Kiefer presented updated capital allocation rates. He explained that the old rates were set using a completely different methodology. Consequently, the rates for 2020 will seem to be a substantial deviation from the expiring rates--with Glendale’s rate changing the most, an increase of 2.81%. Mr. Kiefer believes the last 5 years of delivery volumes clearly show trends. Glendale is taking less water in 2019 than in 2015. Fox Point and Whitefish Bay delivery volumes appear to be consistent year after year, with the exception of Whitefish Bay in 2019. Mr. Edlebeck believes Whitefish Bay may have a slow leak somewhere that hasn’t surfaced.

Mr. Kiefer explained that the new capital allocation rates apply for work/services performed in 2020. Consequently, there will be a payment request next month--using the 2019 capital allocation rates--for work performed in December 2019. If the 2020 capital project isn’t completed by 12/31/2020, Mr. Kiefer explained that the accounting may get confusing. Mr. Edlebeck explained that the Commission may consider taking action to make the accounting more straightforward at the end of the year.
It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously approved to accept the new capital allocation rates as presented to the Commission in Mr. Kiefer’s memo dated 1/7/2020. The capital allocation rates effective 1/1/2020 are as follows:

Fox Point: 17.04%; Glendale: 50.98%; and Whitefish Bay: 31.98%

REVIEW AND AUTHORIZE CAPITAL EXPENDITURES

Mr. Kiefer provided the Commission with a payment request from SEH and Strand Associates for work performed on the Reservoir Upgrade Project (2019-1). Mr. Kiefer believes the invoices are appropriate for the work that was performed.

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried to authorize payment to SEH and Strand Associates as prepared in Mr. Kiefer’s memo dated 1/8/2020, in the amount of $13,614.77.

RESOLUTION REGARDING CHANGES TO STAFF ORGANIZATION, JOB DESCRIPTIONS, POLICIES, AND COMPENSATION

Mr. Kiefer provided the Commission with a resolution and a number of exhibits associated with the resolution to effectuate a number of changes. He explained how the Commission discussed these changes in the fall of 2019. Since those meetings, he proposed changes to the employee handbook and asked for legal counsel to review the entire handbook (with proposed changes) and all of the new job descriptions. Mr. Kiefer stated that legal counsel did a thorough review making changes where necessary.

Mr. Edlebeck and Mr. Botcher indicated that their municipalities are also revising employee handbooks. They would like more time to review the draft handbook prepared by Mr. Kiefer.

Mr. Kiefer explained to the Commission that the draft employee handbook is an exhibit to the resolution, and that the resolution and all of the exhibits would have to be considered at the same time. The resolution and exhibits are interconnected and should not be considered separately.

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously approved to table this matter until the February Commission meeting.

LEAD AND COPPER CORROSION CONTROL CHANGE AND NEW AGREEMENT WITH PROCESS RESEARCH SOLUTIONS

Mr. Kiefer provided the Commission with an agreement from Process Research Solutions. The agreement lays out a plan for further reducing lead and copper corrosion. Mr. Kiefer explained the proposed plan. In short, the plan is to increase the phosphate feed rate to 1.0 to 1.1 ppm as PO4 and to increase the disinfectant residual to as close to 4.0 ppm as practically possible.

The Commission discussed the details of how those changes would be taken and why these changes would reduce lead and copper corrosion.
Mr. Kiefer explained that he discussed this with SEH, the engineering firm that submitted paperwork to WDNR in 2019. He reported that SEH is willing to resubmit the same form with a new phosphate feed rate.

It was the consensus of the Commission that the proposed water quality changes should be made.

It was moved by Mr. Edlebeck, seconded by Mr. Botcher to authorize the Plant Manager to sign agreement with Process Research Solutions dated 1/3/2020 as presented by Mr. Kiefer.

MANAGER’S REPORT

1. Plant staff finished repairs on filter 7 left backwash valve. The filter is now back in service.
2. T&L Glass replaced 2 broken windows in the old chemical feed that has been recently converted into a storage area.
3. State of Wisconsin (DATCP) completed a biennial inspection of the laboratory; no deficiencies were found. The license has been renewed.
4. Cintas Fire Protection performed an annual inspection of fire extinguishers in the plant and at Klode Park pumping station.
5. Plant staff fixed the controls for raw pump 4 and put it back into service.
6. Plant staff repaired the online UV transmittance analyzer associated with the UV disinfection system. It is now back in operation.
7. Plant staff performed routine maintenance associated with UV reactor 1.
8. During routine testing, low lift pump 2 failed to operate. Plant staff investigated the problem and determined that the motor contactor was broken. A replacement unit was installed, and the pump is now operational.
9. Plant staff is preparing for a sanitary survey scheduled for the end of January.

NEXT MEETING

The next regular meeting was scheduled for Wednesday, February 12, 2020 at 8:00 A.M.

ADJOURNMENT

It was moved by Mr. Botcher, seconded by Mr. Imig, and unanimously carried to adjourn at 9:25 A.M.

Submitted by:

\[Signature\]

1/10/2020

Eric Kiefer, Plant Manager and Recording Secretary

Date
IN COMMEMORATION OF BLACK HISTORY MONTH, A RESOLUTION TO HONOR THE ACHIEVEMENTS OF GLENDALE’S BLACK RESIDENTS

WHEREAS, February is recognized each year as Black History Month nationally and is used as an opportunity to educate the public on the accomplishments of black leaders, researchers, educators, public servants, religious leaders and other prominent influencers; and

WHEREAS, Glendale has a growing Black population, whose current and past leaders have had a deep impact on the community; and

WHEREAS, Black History Month offers an opportunity for Glendale to celebrate the accomplishments of our Black neighbors.

NOW, THEREFORE, BE IT RESOLVED, that the City of Glendale recognize the following Black individuals for their contributions to making Glendale and the greater community a better place to live, work, play, raise a family and own a business:

- Moya Baylis, a Glendale resident of thirty years. Ms. Baylis was for ten years director of WBA Prestige AAU Basketball Program based out Glendale; served on the boards of Marquette University Ethnic Alumni Association, Community Outreach Health Clinic, and was an Inductee of Rufus King High School Hall of Fame.
- Marc Burrell, a nineteen-year-old native of Glendale. Mr. Burrell is majoring in Bioengineering at Rice University; he plans to earn a Ph.D. in Biomedical Engineering, Research and Development.
- Kevin Carr, a thirty-year resident of the city and currently Secretary of the Wisconsin Department of Correction. Secretary Carr worked as a U.S. Marshall in Eastern District of Wisconsin, appointed to that post by President Barack Obama; served for thirty years working in Milwaukee County government; and holds a BS in Criminal Justice Management from Concordia University.
- Charles Clevert Jr., a longtime resident of Glendale. Mr. Clevert was an Assistant District Attorney in Milwaukee County, 1972-1975; Assistant US Attorney for the Eastern District of Wisconsin, 1975-1977; Special Assistant US Attorney for the Northern District of Illinois, 1977; United Staets Bankruptcy Judge from 1977 to 1995, including serving as the Chief United States Bankruptcy Judge, 1986-1995; was named by President Bill Clinton to be a US District Court Judge for the Eastern District of Wisconsin, 1995-2017, including serving as Chief Judge from 2009-2012; Judge Clevert retired from the Federal Judiciary in 2017.
• James Givens, the first Black Alderman elected in the city of Glendale; served from 1992-1998, representing the 5th Aldermanic District.
• Giles Grimes, current President of Glendale Senior Citizen Center. Mr. Grimes is retired from the US Navy, and served his country in the War in Vietnam.
• Lora L. Hyler, Author of The Stupendous Adventures of Mighty Marty Hayes. Ms. Hyler is the owner of Hyler Communications, a Glendale business offering public relations and marketing service; was a finalist for the Eric Hoffer Book Award; and was a finalist in American Book Fest’s 2019 Best Book Awards, in the category of Children’s Fiction.
• Rollan Parish, a Glendale resident and an Officer in the Glendale Police Department since 2007, was a Deputy Sheriff in the Milwaukee County Sheriff’s Department, 1995-2007; Officer Parish has received five Commendations during his law enforcement career.
• Deloris “Dee” Sims, co-founder of Legacy Bank. Ms. Sims served as President/CEO for 12 years (1999-2011) of the Black-owned bank that operated on Milwaukee’s North Side.
• Dr. Haydee Smith, first black principal in the Glendale-River Hills School District. Dr. Smith served in that capacity at both Glen Hills Middle School and currently at Parkway Elementary School; holds a BA & MA from the University of Wisconsin-Milwaukee, a second MA from Lesley College, and a Ph.D. from Cardinal Stritch University.
• Earl Tatum, played basketball for Marquette University and was drafted in the second round of the draft in 1976. Mr. Tatum played for Los Angeles Lakers, Indiana Pacers, Boston Celtics, Detroit Pistons and Cleveland Cavaliers.
• George “Tip” Thompson, Glendale resident who attended Marquette University where he played basketball under Coach Al McGuire. Mr. Thompson held Marquette’s scoring record for 40 years; drafted by the Boston Celtics and played for Pittsburgh Pipers/Condors (1969-1972), Memphis Tams (1972-1974), and Milwaukee Bucks (1974-1975).
• Wallace White, involved in Glendale local service clubs and in regional environmental work. Mr. White was Executive Director of the Milwaukee Metropolitan Sewerage District, 1989-1991; served as an MMSD Commissioner representing the City of Milwaukee after his retirement, 2004-2013.

AND BE IT FURTHER RESOLVED, that the Common Council publicizes this resolution to the community and invite our residents to explore Glendale’s rich Black History during Black History Month.

______________________________
Bryan Kennedy, Mayor

Countersigned:

______________________________
Megan Humitz, City Clerk
SUBJECT: Review and Approval of the Spring City-wide Newsletter

FROM: Rachel Safstrom, City Administrator

MEETING DATE: February 24, 2020

FISCAL SUMMARY:
<table>
<thead>
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<th>Budget Summary:</th>
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<td>Budgeted Expenditure:</td>
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</tr>
<tr>
<td>Budgeted Revenue:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

STATUTORY REFERENCE:
| Wisconsin Statues: | N/A |
| Municipal Code:    | N/A |

BACKGROUND/ANALYSIS:
Currently, the City publishes the newsletter three times a year.

RECOMMENDATION:
Once approved, the newsletter will be printed and mailed to Glendale businesses and residents. In addition, the newsletter will be posted on the City’s website and additional copies will be available for pick-up at City Hall.

ACTION REQUESTED:
Motion to approve the content of the 2020 Spring Newsletter, as presented.

ATTACHMENTS:
1. Winter Newsletter
Community Updates:

Bird City Wisconsin...............................................................Page 6
Community Park Rentals.....................................................Page 5
Coyote Information...............................................................Page 14
Glendale Police Summer Events........................................Page 8
Have We Visited Your House?.............................................Page 6
Online Payments.................................................................Page 7
Projects Requiring Permits..................................................Page 11
Safe Gardening.......................................................................Page 9
Seasonal Street Parking Regulations.................................Page 4
Sign up for Notifications.....................................................Page 10
Tree City USA.........................................................................Page 4
TelephoneNumber.....................................................................Page 1

Public Works Information:

Appliance Drop-Off...............................................................Page 8
Brush & Yard Waste Collection...........................................Page 11
Brush & Yard Waste Map & Calendar.................................Page 12 & 13
Cardboard Dumpster.............................................................Page 5
Collection of Refuse...............................................................Page 6
Electronic Recycling..............................................................Page 2
Emerald Ash Borer.................................................................Page 10
Hazardous Waste Collection...............................................Page 8
Holiday Trash Collection Schedule.....................................Page 7
Invasive Plant Disposal........................................................Page 3
Large, Bulky or Non-Household Waste..............................Page 2
Missed Refuse Collection....................................................Page 10
Sanitary Sewer Backup........................................................Page 2
Stormwater Runoff..............................................................Page 4
Water Main Flushing............................................................Page 5

2020 Polling Locations

The next election will be April 7, 2020. In person absentee voting will take place at City Hall on:

- March 23 - March 27, 8:00 AM - 4:30 PM
- March 30 - April 1, 8:00 AM - 4:30 PM
- April 2 - April 3, 8:00 AM - 5:00 PM

The City of Glendale has 3 polling locations:

- District 1 & 3 - Cardinal Stritch University;
  Bonaventure Hall - 104 N Kent Ave
- District 2 & 6 - City Hall;
  5909 N Milwaukee River Pkwy
- District 4 & 5 - Good Hope School;
  2315 W Good Hope Rd

Go Online to MyVote.Wi.gov to:

- Register to Vote
- Change Your Address or Name
- Find Your Polling Location
- Request an Absentee Ballot
- See What’s on Your Ballot
- Track Your Ballot

Veterans Memorial Name Submission

All military veterans of the City of Glendale are invited to submit their names for the Veterans Memorial located at the Richard E. Maslowski Community Park, 2200 W. Bender Rd.

Engraving of names will take place once a year. Names will be added prior to Memorial Day every year, weather permitting. The deadline to have a name added in 2020 is Friday, April 3, 2020. For more information, please contact Kaela at the Glendale City Hall (414) 228-1702.

Space is limited.
Disposal of Large, Bulky or Non-Household Waste

Bulk item pick-up (furniture, rolled carpeting (4 ft maximum length), lumber (4 ft maximum length), cabinetry and/or counter tops, mattresses/bed springs, non-metal doors, wood windows) is done by special collection on Mondays ONLY.

Residents must call Advance Disposal at (262) 679-0860 to schedule a special pick-up for all large, bulky or non-household waste. Items that are not listed above are not able to be picked up by this service. Special pick-ups must be scheduled at least a week in advance of the scheduled Monday collection. Items may be placed at the curb on the night PRIOR to the Monday collection ONLY.

Items must be neatly piled or placed in containers to facilitate collection. All collections are done by hand so your considerations for the workers is appreciated.

Sanitary Sewer Backup

If you experience a basement sanitary sewer backup on weekdays between 8:00 AM to 4:30 PM call (414) 228-1710. If you experience a backup after hours or on weekends, please call the Glendale Police Department non-emergency number at (414) 228-1753. The Police Department will contact a Public Works employee to investigate the problem.

Electronic Recycling

Residents can bring electronic devices to the Department of Public Works to recycle. Drop off hours are from 8:00 AM to 3:00 PM, M-F. Please note, there is a $40 charge for TVs and monitors. For more information, please refer to www.glendale-wi.gov/260/recycling.

Residents may also take electronics to the following designated recycling centers:
www.dnr.wi.gov/ecyclewisconsin

DID YOU KNOW?

The Glendale Area Business Association (GABA) launched in January 2020! The organization offers networking opportunities, marketing tools, professional development courses, and more for local businesses!

Be sure to attend our ‘Network at Nights’, ‘Morning Mingles’, and ‘Lunch and Learns’. GABA Members and Non-GABA Members are welcome!

To learn more, visit www.welcometoglendale.com
This is reminder that Wisconsin law (s. 287.07(7)(cm), Wis. Stats.) now contains an exception to the general prohibition on the landfill disposal of yard materials. This limited exception is for the disposal of certain plants that are classified by the DNR as invasive species. These plants may be disposed of in landfills if separated from other yard materials that are subject to the disposal ban.

May and June are prime months for landowners, maintenance crews and volunteer groups to collect invasive plants for disposal. Common invasive plants removed during this time include garlic mustard, Dame’s rocket, buckhorn, honeysuckle, purple loosestrife and other nuisance plants. A list of species classified by the DNR as invasive is presented below.

You do not have to identify plants provided for disposal as being invasive plants. The DNR recommends that you label bags containing invasive species, e.g. “contains invasive plants” and allow the disposal of invasive plants. The DNR realizes this arrangement is not entirely foolproof but will help ensure that a reasonable disposal option is available for invasive plants without allowing the illegal disposal of other yard waste.

If you have questions, please contact WI DNR @ http://dnr.wi.gov/topic/Invasives/contacts.html#terr.

Please view the website at WI DNR for list of Plants Classified as Invasive under NR 40 – WI’s Invasive Species Rule.
It is rain and melting snow that flows off streets, rooftops, lawns, and farmland. The flowing water carries salt, sand, soil, pesticides, fertilizers, leaves and grass clippings, oil, litter, and any other pollutants into nearby waterways. Since these pollutants are washed off a wide area and cannot be traced to a single source, they are called nonpoint source or runoff pollutants.

In developed areas, much of the land surface is covered by buildings and pavement which do not allow water to soak into the ground. Instead, storm sewers are used to carry the large amounts of runoff from these roofs and paved areas to nearby waterways.

Storm sewers are simply pipes laid underground, often below streets. Inlets or drains located along curbs and in parking area collect the runoff, which then flows to nearby streams or lakes. A common misconception is that water running off streets goes into a sewage treatment plan. It does not. In fact, stormwater usually receives no treatment. Water that runs off lawns, streets and parking lots flow directly into lakes and streams.

Stormwater runoff carries pollutants that seriously harm our waters:

**Sediment**- Soil particles washed off construction sites or farm fields into a lake or stream make the water cloudy or turbid. When sediment settles out of the water, it gradually fills in the stream or lake bed.

**Phosphorus**- This nutrient, often attached to soil particles, fuels the growth of algae and aquatic weeds. These plants are important in providing habitat for fish and wildlife. However, rapid and excessive growth of algae and aquatic plants can degrade water quality and interfere with swimming, boating and fishing.

**Micro-organisms**- Bacteria, viruses and other disease causing organisms make waterways unsafe for swimming, wading and other types of recreation. Some of these organisms, notably Cryptosporidium, are difficult to remove through water treatment and may endanger people who depend on drinking water supplies drawn from lakes or streams.

**Toxic Chemicals**- Motor oil, lead from gas and auto exhaust, zinc from roof drains and tires, and pesticides in stormwater runoff may kill aquatic organisms or impair their health, growth or ability to reproduce.

**WE CAN ALL HELP!**
Each of us contributes to stormwater pollution and each of us can help stop it. Here are some ways you can help:

- Keep pesticides, oil, leaves and other pollutants off streets and out of storm drains.
- Divert roof water to lawns or gardens where it can safely soak in.
- Clean up pet waste - bury it or flush it down the toilet
- Keep cars tuned up and repair leaks - or better yet, walk, bike or take the bus.

The amount of pollution that you stop may seem small, but together it all adds up to cleaner water for everyone to enjoy.

**Seasonal Street Parking Regulations Now in Effect**

Applications for 2020 City of Glendale overnight parking permits are now available. These applications may be completed at:

**GLENDALE POLICE DEPARTMENT**
5909 North Milwaukee River Parkway
Hours: 24 hours per day, 7 days per week

Applications are also available on the City’s website, which is www.glendale-wi.gov (under Forms & Applications).

Each permit issued requires an application. If you have two cars that you wish to park on the street, you must fill out two permit applications. **An annual fee of $20.00 will be charged for each permit which must accompany the application.**

These permits must be affixed by their own adhesive to the inside of a window on the driver’s side of the vehicle. The permits are valid from April 1, 2020 through November 30, 2020.

**Enforcement of the overnight parking ordinance** will begin on April 1, 2020.

**Tree City USA**

The City of Glendale received notification from the Department of Natural Resources that the National Arbor Day Foundation has designated Glendale for the 22nd consecutive year as a Tree City USA for 2020. The award serves to recognize communities with outstanding urban forestry programs.
The City of Glendale will conduct its annual water main flushing program from April through August of 2020.

The flushing program is designed to remove natural minerals like iron and calcium that sometimes collect in the bottom of water mains. This operation may cause a temporary discoloration in your water supply. By allowing your water to run for a short period of time, the problem should clear itself. Please be assured, although the water may be discolored, it is safe for human use.

Any inconvenience should not last more than a day. If problems persist, or for more information, please call the Glendale Water Utility at (414) 228-1719 or (414) 228-1710.

Richard E. Maslowski Community Park Rentals

Areas of Richard E. Maslowski Community Park are now available for rental. There are three (3) locations that are available to rent: the David Hobbs Honda For The People Community Room, Johnson Controls Community Amphitheater, and Sprecher Brewing Outdoor Oasis Beer Garden Patio.

If you are interested in renting an available area, please visit the City of Glendale’s website at www.glendale-wi.gov/parkrentals or contact City Hall at (414) 228-1702.
By: Captain Dan Tyk,  
North Shore Fire/Rescue

According to the National Fire Protection Agency, roughly 3 out of every 5 fire deaths occur in homes without smoke alarms, or where alarms are not working properly.

Residents are encouraged to take some time to ensure that you and your family are prepared for what to do in the event of an emergency in your home.

- Install smoke alarms on every level of your home, inside bedrooms and outside sleeping areas.
- Carbon monoxide alarms should also be installed in a central location outside of each sleeping area and/or on every level of the home.
- Test smoke and carbon monoxide alarms once a month and replace batteries as needed.
- Talk with all household members about a fire escape plan and practice the plan twice a year.

North Shore Fire/Rescue is proud to offer free home safety visits. Fire Department personnel will conduct a confidential assessment of your home; where they will aid in identifying potential safety hazards and recommend corrective solutions.

Some areas of focus during a home assessment include:

- Presence, location and testing of Smoke and Carbon Monoxide alarms. If alarms are not present, or do not work properly, NSFR will install alarms at no charge.
- Recommendations for safe cooking
- Exploring trip and fall hazards in the home
- How to react when an emergency strikes (escape planning and/or fire department notification plan)
- Common issues related to heating, cooling and washing and drying clothes
- Answering questions about health or safety.

For more information or to schedule a FREE home safety assessment, visit our website, www.nsfire.org or call (414) 357-0113 ext. 1101.

Collection of Refuse

Per City of Glendale Ordinance 8-3-6, all garbage carts shall be placed at the curbside collection point only after 4:00 PM on the evening prior to the regular collection time. All refuse carts must be removed from the curbside collection point within twenty-four (24) hours after the regular collection time.

Burning leaves, Yard Waste, Etc. Prohibited!

Glendale Ordinance 5.2.7 (g) prohibits the burning of leaves, brush, wood, yard waste, and other vegetative debris.

Bicycle Licenses Available

City of Glendale Ordinance provides that any bicycle ridden on the street is to be licensed. Licenses are available at the Glendale Police Department and sell for a fee of $10.00. This license is PERMANENT.

Bird City Wisconsin

The Friends of Kletzsch Park will be hosting the City of Glendale’s International Migratory Bird Day Celebration in May, 2020. More information will be available at http://www.glendale-wi.gov/BirdCity
Online Payments

Utility Bills can be paid online. Please visit https://www.info.paymentservicenetwork.com/

- Business Name: Glendale
- Business City: Glendale
- Business State: WI
- Choose Business ID #RT24698 register for water bill payments

Please enter account number with dashes.

## Holiday Trash Collection Schedule

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 25 - May 30, 2020 (Memorial Day)</td>
<td>No Service</td>
<td>Monday’s Service</td>
<td>Tuesday’s Service</td>
<td>Wednesday’s Service</td>
<td>Thursday’s Service</td>
<td>Friday’s Service</td>
</tr>
<tr>
<td>June 29 - July 4, 2020 (4th of July)</td>
<td>Regular Service</td>
<td>Regular Service</td>
<td>Regular Service</td>
<td>Regular Service</td>
<td>Regular Service</td>
<td>No Service</td>
</tr>
<tr>
<td>September 7 - 12, 2020 (Labor Day)</td>
<td>No Service</td>
<td>Monday’s Service</td>
<td>Tuesday’s Service</td>
<td>Wednesday’s Service</td>
<td>Thursday’s Service</td>
<td>Friday’s Service</td>
</tr>
</tbody>
</table>

Reminder

The Public Works Department reminds residents **NOT to rake leaves or yard waste to the curb in the Spring.** Yard waste and leaves will be collected as part of the Brush and Yard Waste Program offered by Advanced Disposal Services. Please refer to the article on page 11 regarding Brush and Yard Waste.
Glendale Police Department Summer Events

Upcoming Glendale Police Department Summer Events

Glendale Community Bike Rodeo
Saturday, May 30, 2020 from 10:30am - 12:30pm

This is a FREE event for students 2nd - 6th grade to teach basic bicycle riding skills, rules of the road and prepare them for riding on the streets safely. The rodeo includes helmet fitting and bike maintenance checks by professionals from Wheel and Sprocket.

North Shore National Night Out -
Tuesday, August 4, 2020

Music, food, family activities and more! Join the North Shore Police Departments, and North Shore Fire/Rescue, area businesses and hundreds of your neighbors for an evening of fun! A family-friendly, all-ages event will feature games, interactive activities, and lots of cool emergency vehicles, food and more! Location is to-be-determined.

Annual "Stomp Out Crime" 5K Run/2 Mile Walk
Join us on Saturday, August 22nd, 2020 for the 4th Annual The Glendale Police Department 5k Run or 2-Mile Walk to raise funds for the Glendale Police Department Community Outreach and Crime Prevention Programs. We are extremely involved in our community and provide programs and events such as "Shop with a Cop", Citizen’s Police Academy, Chili Cook-Off, Community Bike Rodeo, teaching the D.A.R.E. curriculum to the 5th grade students at Glen Hills Middle School as well as the “Officer Friendly” Program at Parkway Elementary School. It is through events like our annual 5k run that we are able to fund these programs and continue to provide these services to the residents and children of our community.

To stay up-to-date with the Glendale, WI Police Department, please visit these social media sites.

Refrigerant Depot LLC
5311 South 9th Street
Milwaukee, WI 53221
(414) 627-1152
Email: info@appliancerecycling.net
Website: www.appliancerecycling.net

Facility Hours: Appliance Drop Off:
Monday - Friday 8:00 AM - 4:00 PM
City residents may drop off large or small appliances by contacting Refrigerant Depot, Inc.

Bring your hazardous waste, such as pesticides, solvents, automotive fluids, and other potentially harmful chemicals to the permanent collection facilities listed below.

Permanent Collection Facilities:
- W124 N9451 Boundary Rd, Menomonee Falls
- 10518 S. 124th St., Franklin
- 3879 W. Lincoln Ave., Milwaukee

For additional information and mobile sites, please call (414) 225-2066 or visit www.mmsd.com.
Vegetable or flower gardening is a wonderful activity for the mind, body and soul. The rewards to the gardener are plenty, but so are the potential hazards, including injuries, insect bites and infections. And what about possible exposure to contaminants found in the soil?

To avoid such hazards, please consider these safe gardening tips:

• Be aware of your gardening site’s history. Was the property ever used for industrial or commercial purposes? Is it on a historic landfill? (Consult the website: dnr.wi.gov/topic/Brownfields/clean.html) If so, you may want to have the soil tested for lead and arsenic or decide to garden in raised beds or elsewhere entirely.

• Wear gloves at all times. Bacteria and fungus live in the soil and a small irritation or cut can develop into a major hand infection. Choose gloves specific to the task. Thick gloves may protect against thorns while latex coated gloves may aid in grip and provide protection while working the soil. Thoroughly wash hands after glove removal.

• Keep arms and legs covered – especially if you live in an area where you may disturb a snake, spider or rodent living in your garden. You will also be better protected from poison ivy, insect bites and skin irritants that may inhabit a garden.

• Remove shoes outside to avoid tracking soil into the house.

• Monitor children while playing outside to prevent them from eating soil or sticking dirty fingers into mouths. Wash their hands thoroughly after outside play.
Homeowner Strategies for Managing Emerald Ash Borer (EAB)

The Emerald Ash Borer (Agrilus planipennis) is an invasive wood-boring beetle native to east Asia. It is believed the pest was transported to the United States from China. It was discovered in southeastern Michigan in 2002 and has since spread to several eastern and Midwestern states and Canada. EAB was first discovered in Wisconsin in Ozaukee county, and since then eleven Wisconsin counties have been quarantined, including Milwaukee and Ozaukee counties.

Glendale residents who have ash trees on their property are strongly encouraged to develop a strategy for managing their trees and maintaining property value as the EAB wave moves through the North Shore during the next decade. Treating high value ash trees on your property to preserve tree canopy is a viable option. Check out the Wisconsin Department of Agriculture, Trade and Consumer Protection (DATCP) Emerald Ash Borer Homeowners Guide at: http://datcpservices.wisconsin.gov/eab/

The site includes information about how to contact a certified arborist to get professional advice in developing your strategies, as well as information on treating trees to prevent ash mortality. It is important to not delay your planning. Once EAB gains a foothold, ash mortality will come swiftly, overwhelming the resources available to remove dead, standing trees.

The National EAB Information Website and the Wisconsin EAB Website (links below) are excellent sources of information. It is vitally important to have good information about this exotic pest so you can make the most informed decision about the ash trees on your own property, thus helping to preserve the urban tree canopy throughout the City. Spread the word to friends and neighbors as well.

Report Emerald Ash Borer by calling (800) 462-2803 or by email at DATCEmeraldAshBorer@wisconsin.gov.

For more information, please visit:
- http://www.emeraldashborer.info
- http://www.emeraldashborer.wi.gov/
- http://datcpservices.wisconsin.gov/eab/

SIGN UP FOR NOTIFICATIONS

You can sign up to receive notifications for the following items:

- Agendas and Minutes for all Council and Committee Meetings
- Emergency Alerts
- News & Announcements
- E-Newsletters (NEW)

Visit www.glendale-wi.gov

MISSED COLLECTION OF REFUSE, RECYCLABLES OR YARD WASTE

If you suspect your garbage, recycling or yard waste collection has been missed, residents must contact Advanced Disposal directly at (262) 679-0860. This allows residents to explain, in detail with the service provider, what items are placed for collection and any possible reasons for non-collection.
Yard Waste Program

What is Yard Waste? Yard Waste Includes:
- Leaves
- Tree limbs or branches that shall not exceed four (4) inches in diameter or more than four (4) feet in length
- Brush or vegetative matter resulting from landscaping maintenance.

When is Yard Waste Picked Up?
- Yard Waste is picked up bi-weekly. Please see the Yard Waste Collection Map to determine your collection week. Yard Waste must be out before 7:00 a.m. on the day of your regular garbage pick-up. Collection begins March 30 for A week and April 6 for B week.
- Advanced Disposal (the City’s refuse collector) will collect Yard Waste on your collection day starting the week of March 30 and ending the week of November 16, 2019. Residents do not have to call in and are not charged for the brush and yard waste collection during this period. Residents with questions about the program may contact Advanced Disposal’s Customer Service at their toll-free number (262) 679-0860.

Guidelines for Yard Waste Pick Up:
- Residents can place no more than three (3) cubic yards of Yard Waste at the curb for pick-up. The Yard Waste collection program is not a tree removal service.
- All Yard Waste must be placed in sturdy paper bags suitable for containing Yard Waste or in other suitable containers clearly marked “YARD WASTE,” excluding carts or plastic bags. The weight of each container must not exceed fifty (50) pounds.
- If Yard Waste is not placed in a suitable container, the branches shall be tied in a bundle weighing not more than fifty (50) pounds.
- NO GRASS CLIPPINGS will be collected. Residents are encouraged to use mulching mowers or compost their own grass clippings.
- YARD WASTE MIXED WITH TRASH WILL BE REJECTED.
- The following materials WILL NOT be collected: stumps; root systems or parts of roots attached to brush; brush mixed with garden debris; brush generated from site clearing activities; materials resulting from tree pruning or removal at an address other than the collection point; and tree branches greater than 4” in diameter and 4’ in length.
- Yard Waste must be placed at the edge of the road, curb or alley (the same location as garbage pick-up) abutting your property only, not extending onto pavement.

Do I Need a Permit?
- Furnace or Air Conditioner
- Dishwasher or Water Heater
- Roofing
- Siding/Soffit/Fascia
- Basement Alterations
- Interior/Exterior Alterations
- Foundation Repair
- Fence or Shed
- Electrical
  (new service, appliance wiring, new circuits)
- Plumbing (appliances, sinks, toilets, piping, sump pumps.)

Not sure? Ask first by contacting the Building Inspection Department at (414) 228-1708.

Does your Storm Drain Spark Joy?
If not:
- Declutter your storm drain
- Take a step back and admire your storm drain
- Thank your storm drain for all it does for you
BRUSH & YARD WASTE COLLECTION MAP
CITY OF GLENDALE, WI

"A" COLLECTION WEEK AREA
"B" COLLECTION WEEK AREA

*NOTE: BRUSH AND YARD WASTE MUST BE PLACED OUT BY 7:00 AM ON THE DAY OF YOUR REFUSE COLLECTION. REFER TO BRUSH AND YARD WASTE CALENDAR FOR "A" AND "B" DATES.

REVISED: 02/06/2020
2020 City of Glendale
BRUSH & YARD WASTE CALENDAR

Brush and yard waste must be placed out by 7:00 AM on the day of your normal garbage collection day. To determine your collections week ("A" or "B"), please refer to the map on page 12.

Week "A" begins week of March 30 and ends week of November 9.
Week "B" begins week of April 6 and ends week of November 16.
"H" stands for Holidays.

Please call Advanced Disposal Customer Service at (262) 679-0860 for questions.
Coyotes are naturally secretive creatures, but they are opportunistic hunters. If food is available in your neighborhood, you may see them, day or night. Coyotes primarily feed on small rodents and rabbits, and are an important member of the food chain because of this tendency. Coyotes will eat anything they can find, vegetables and insects. Their presence can be unnerving or frightening for people unused to coyotes, but generally they are more afraid of you than you are of them. In some cases, they may attack and kill small pets, but coyote attacks on humans are exceptionally rare. There are numerous ways to manage the presence of coyotes in your area.

**Discourage Coyotes**
- Clear brush and undergrowth in your yard that can provide cover for coyotes or habitat for important coyote prey species.
- Pick up all fallen fruit from fruit trees, keep compost secure, and make sure trash cans are tightly lidded and secure. Never leave loose trash outside.
- Dispose of especially attractive food wastes such as meat, eggs and cheese by adding a small amount of ammonia to the garbage bag before placing outside.

**Do Not Feed Wildlife**
- Do not store pet food outdoors, and keep pet food bowls inside when not in use.
- Do not keep trash outdoors, or keep it secure with tight-fitting lids.
- Do not provide food and water for other wildlife. Rodents are attracted to bird seed, and they are a coyote’s natural prey. Coyotes will also eat bird seed, fruit and compost for an easy meal.

**Protect Your Pets**
- Keep cats indoors and watch dogs when outdoors. Only leave pets unattended when they are secure in a covered kennel.

Scare tactics can be used if you see a coyote in your yard or while out walking. Yell and make loud noises, shake or throw pop cans filled with coins, throw a ball, shoe, sticks or other object in the direction of the coyote, and/or spray the coyote with water. You can also buy ultrasonic dog repellents or pocket-sized air horns.

**Quick Facts**
- Coyotes are omnivores that will eat anything edible.
- Urban coyotes tend to use available natural green space including parks and cemeteries.
- Urban coyotes are usually more nocturnal than their rural relatives but may be active during the day.

5909 N. Milwaukee River Parkway
Glendale, WI 53209
Phone: (414) 228-1700

City website: [www.glendale-wi.gov](http://www.glendale-wi.gov)
Report coyote sightings at: [county.milwaukee.gov](http://county.milwaukee.gov)
Telephone Directory

POLICE - FIRE - AMBULANCE - PARAMEDICS………..911
POLICE AND FIRE (NON-EMERGENCY)........351-9900
DEPARTMENT OF PUBLIC WORKS..............228-1710

City Services, Departments & Schools
Visit us as www.glendale-wi.gov
GENERAL INFORMATION....228-1700

Accounts Payable.................................228-1759
Assessor (Accurate Appraisal)............(800) 770-3927
Brush Removal.....................................228-1710
Building Inspector / Permits...............228-1708
City Administrator..........................228-1714
City Clerk ......................................228-1718
Community Development......................228-1704
Crime Prevention Unit.........................228-1741
Elections.........................................228-1718
Flood Plain Management.......................228-1770
Forestry...........................................228-1710
Garbage Collection (Adv. Disposal)…….(262) 679-0860
Health Dept & Clinics........................228-7960
Human Resources.................................228-1703
Leaf Collection....................................228-1710
Licenses..........................................228-1718
Municipal Court..................................228-1752
North Shore Filtration Plant...............963-0160
North Shore Fire Dept..........................357-0113
North Shore Library.............................351-3461

Police Administration..........................228-1753
Property Maintenance Inspections.......228-1749
Public Works....................................228-1710
Purchasing.......................................228-1705
Recreation Department, Nicolet...........351-7566
Recycling.........................................228-1710

Schools:
Glen Hills Middle..............................351-7160
Parkway Elementary..........................351-7190
Maple-Dale .....................................351-7380
Nicolet High School............................351-7100
Senior Citizen Center........................247-6029
Sewers..........................................228-1710
Snow Removal ..................................228-1710
Street Lighting..................................228-1710
Street Maintenance............................228-1710
Tax Collection..................................228-1705
Water Utility (Office).........................228-1719
Weed Control....................................228-1710
Zoning Administration.........................228-1704

City Staff
City Administrator.................................Rachel A. Safstrom
Attorney..............................................John F. Fuchs
City Clerk...........................................Megan Humitz
Community Development Director.........Todd M. Stuebe
Deputy City Administrator....................Shawn M. Lanser
Director of Public Works......................Charlie Imig
Fire Chief..........................................Robert C. Whitaker III
Police Chief.......................................Mark Ferguson

Municipal Judge.................................Christopher Lipscomb
Alderman 6th District.......................JoAnn Shaw (email address): joann.shaw@glendale-wi.gov
Alderman 5th District.......................Steve Schmelzling (email address): steve.schmelzling@glendale-wi.gov
Alderman 4th District.........................Richard W. Wiese (email address): richard.wiese@glendale-wi.gov
Alderman 3rd District.........................John C. Gelhard (email address): john.gelhard@glendale-wi.gov
Alderman 2nd District .......................Jim Daugherty (email address): jim.daugherty@glendale-wi.gov
Alderman 1st District.........................Tomika S. Vukovic (email address): tomika.vukovic@glendale-wi.gov
Mayor ..............................................Bryan Kennedy (email address): bryan.kennedy@glendale-wi.gov
Director of Public Works...............228-1718
Deputy City Administrator.................228-1718
City Administrator........................228-1714
City Clerk ......................................228-1718
Community Development......................228-1704
Crime Prevention Unit.........................228-1741
Elections.........................................228-1718
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City of Glendale Newsletter
Glendale, WI
5909 N Milwaukee River Pkwy
www.glendale-wi.gov

53209

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Visit us as www.glendale-wi.gov
Dated material -
Please deliver by March 13, 2020
SUBJECT: City of Glendale Emergency Operations Plan
FROM: Chief Ferguson
MEETING DATE: February 24, 2020

FISCAL SUMMARY:  
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STATUTORY REFERENCE:
<table>
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<tr>
<td>Municipal Code:</td>
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BACKGROUND/ANALYSIS:
The City of Glendale Emergency Operations Plan identifies required tasks and responsibilities for City Departments in the event of an emergency. It is a supplemental document to the Comprehensive Emergency Management Plan for the Municipalities of the North Shore that was adopted by the Common Council on January 27, 2020.

RECOMMENDATION:
Approve the City of Glendale Emergency Operations Plan.

ACTION REQUESTED:
Motion to approve the City of Glendale Emergency Operations Plan.

ATTACHMENTS:
City of Glendale

Emergency Operations Plan

February 1, 2020
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EMERGENCY TELEPHONE LISTINGS

Administration

Glendale Police Department  414-228-1753
North Shore Fire Department  414-357-0113
Bayside Communications Center  414-351-9900
Milwaukee County Sheriff (Dispatch)  414-278-4788
Division of Emergency Management Duty Officer  800-943-0003
Milwaukee County Office of Emergency Management  414-278-4709
Milwaukee County Medical Examiner’s Office  414-223-1200
Milwaukee County Human Services  888-947-6583
Milwaukee County Transit (Dispatch)  414-937-3277
MMSD  414-282-7200
WE Energies  888-296-4937
Wisconsin & Southern Railroad  866-386-9321 Ext #6171
Union Pacific Railroad  888-877-7267
Canadian National Railroad  800-465-9239 Ext #1
American Red Cross  414-342-8680
Salvation Army  414-265-6360
ChemTrec  800-424-9300 Ext #1
Wisconsin DNR  800-943-0003
WI DOT  800-375-7302
WI State Patrol (SE Region)  262-785-4700
MADAC  414-510-9865
Bayshore Security  414-906-8054

Hospitals

Froedtert Hospital  414-805-3000
Columbia St. Mary's  414-291-1000
Columbia St. Mary’s River Woods Urgent Care  414-326-1500
St. Mary's - Ozaukee Hospital  262-243-7300
St. Joseph Hospital  414-447-2000
St. Luke Hospital  414-649-6000
Children's Hospital  414-266-2000
Orthopaedic Hospital of WI (Security)  414-961-6762
Aurora Urgent Care (3003 Good Hope)  414-352-3100
ALERTING LIST

1. Deputy Director of Emergency Government (Rachel Safstrom)
   Office: 414-228-1714
   Home: 
   Cell: [Redacted]

2. City Administrator (Rachel Safstrom)
   Office: 414-228-1714
   Home: 
   Cell: [Redacted]

3. Mayor (Bryan Kennedy)
   Office: 414-228-1712
   Bus: 
   Cell: [Redacted]

4. Police Chief (Mark Ferguson)
   Office: 414-228-1753
   Home: [Redacted]
   Cell: [Redacted]

5. North Shore Fire Department Chief (Robert Whitaker)
   Bayside Communications Center to notify NSFD on-duty Shift Commander
   Office: 414-448-6277
   Cell: [Redacted]

6. Public Works Director (Charlie Imig)
   Office: 414-228-1746
   Cell: [Redacted]

7. North Shore Health Department (Ann Christiansen)
   Office: 414-371-2980
   After Hours On-Call: (414) 870-0290
ACRONYMS

<table>
<thead>
<tr>
<th>CP</th>
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<tbody>
<tr>
<td>CEMP</td>
<td>COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (North Shore)</td>
</tr>
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<td>DNR</td>
<td>DEPARTMENT OF NATURAL RESOURCES</td>
</tr>
<tr>
<td>DEG</td>
<td>DIVISION OF EMERGENCY GOVERNMENT</td>
</tr>
<tr>
<td>EMS</td>
<td>EMERGENCY MEDICAL SERVICES</td>
</tr>
<tr>
<td>EOC</td>
<td>EMERGENCY OPERATIONS CENTER</td>
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<tr>
<td>EOP</td>
<td>EMERGENCY OPERATIONS PLAN</td>
</tr>
<tr>
<td>OEM</td>
<td>MILWAUKEE COUNTY OFFICE OF EMERGENCY MANAGEMENT</td>
</tr>
<tr>
<td>PIO</td>
<td>PUBLIC INFORMATION OFFICER</td>
</tr>
<tr>
<td>UDSR</td>
<td>UNIFORM DISASTER SITUATION REPORT</td>
</tr>
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</table>
A. PURPOSE:

This municipal plan has been developed to provide procedures for City of Glendale departments to respond to various types of emergencies or disasters that affect the community. This municipal plan is to be used as a supplement to the North Shore Comprehensive Emergency Management Plan (CEMP) and Milwaukee County Office of Emergency Management (OEM).

Glendale and the other North Shore municipalities are members of Zone A of the Milwaukee County Office of Emergency Management. The municipal plan will be maintained in accordance with current standards of the CEMP and the Milwaukee County OEM. Review of this municipal plan shall be accomplished concurrently with the CEMP.

B. SITUATION AND ASSUMPTIONS:

Several types of hazards pose a threat to the lives, property or environment in Milwaukee County. These hazards are outlined in the CEMP.

C. CONCEPT OF OPERATIONS:

Glendale officials have primary responsibility for disasters which take place in Glendale. They will activate the appropriate municipal departments to deal with the disaster.

Glendale Ordinance 5.5.2 designates that the City Administrator shall serve as the Deputy Director of Emergency Government and is responsible for coordinating the response of municipal departments and coordinating the response with county officials if county assistance is necessary.

Actions that Glendale should consider if this municipal plan is activated:

1. Assess the nature and scope of the emergency or disaster.

2. If the situation can be handled locally, do so using the procedures in this plan.
   a. The City Administrator advises the Mayor and Common Council and coordinates all emergency response actions.
   b. The City Administrator declares a local state of emergency and notifies the Milwaukee County Emergency Management Director of this action.
   c. The City Administrator forwards the local state of emergency declaration to the county Emergency Management office.
d. The City Administrator activates the municipal EOC. The location of the EOC should be in a secure location with appropriate phone and computer access.

e. Municipal emergency response officials/departments respond according to the checklists outlined in the Attachments A-K.

f. The Glendale City Administrator directs the officials/departments to respond to the situation.

g. The Glendale City Administrator issues directives as to travel restrictions on local roads and recommends protective actions if necessary.

h. Notify the public of the situation and appropriate actions to take.

i. Keep county officials informed of the situation and actions taken.

3. If Glendale resources become exhausted or if special resources are required, request assistance through the Milwaukee County Office of Emergency Management (OEM).

4. If assistance is requested, the County OEM Director will assess the situation and make recommendations.

5. The County may do the following (to the extent appropriate):

a. Activate the County EOC.
b. Implement the County EOP.
c. Respond with County resources as requested.
d. Activate mutual aid agreements.
e. Coordinate county resources with municipal resources.
f. Notify Wisconsin Division of Emergency Government (DEG) Regional Director.
g. Forward Uniform Damage Situation Report (UDSR) form.
h. Assist municipality with prioritizing and allocating resources.

6. If Glendale and Milwaukee County resources are exhausted, the OEM Director can request state assistance through the State DEG.

7. If state assistance is requested, the DEG Administrator in conjunction with the Regional Director, County OEM Director and municipal emergency management coordinator assess the disaster or emergency situation and recommend that personnel, services and equipment be made available for response, mitigation or recovery.
8. After completing the assessment, the DEG Regional Director immediately notifies the State DEG Administrator.

9. The State Administrator of Emergency Government notifies the Governor and makes recommendations.

10. If state assistance is granted, procedures will be followed as stated in the Wisconsin EOP and the County EOP.

D. ORGANIZATION

City of Glendale Organizational Chart

E. RESOURCE MANAGEMENT:

Additional support from may include:

Mutual Aid Reciprocal Agreements:

Milwaukee County Zone A (Whitefish Bay, Shorewood, Fox Point, River Hills, Brown Deer, Bayside)

S.M.A.R.T. (Suburban Mutual Assistance Response Teams) activated by the police department.
Support from Private Agencies/Volunteer Groups:

Red Cross
Salvation Army
Other Civic Groups

Support from State and Federal Agencies:

Information and assistance in securing state or federal support may be obtained by contacting the County OEM Director. Requests for National Guard assistance should be channeled through the County OEM Director to the DEG Regional Director to the DEG Administrator.

F. PLAN DEVELOPMENT AND MAINTENANCE:

The City of Glendale EOP Development Team is composed of representatives from Administration, Police, Fire, Public Works and Health departments. These agencies are responsible for developing and maintaining this plan.

The Development Team will meet on an as-needed basis or as determined by the City Administrator. The Team reviews incidents, changes and new information and makes revisions in this plan.

This Team also conducts after-action reviews of all exercises and major incidents.

G. RESPONSIBILITIES AND TASKS:

Annex A  City Administrator Checklist
Annex B  Emergency Management Director Checklist
Annex C  Deputy City Administrator / Finance Director Checklist
Annex D  Warning Communications Function Checklist
Annex E  Law Enforcement Checklist
Annex F  Health and Human Services Checklist
Annex G  Public Works Checklist
Annex H  Emergency Medical Services Checklist
Annex I  Public Information Checklist
Annex J  Fire Services Checklist
Annex K  Damage Assessment Checklist
ANNEX A

CITY ADMINISTRATOR

KEY ACTION CHECKLISTS

The City Administrator is responsible for the overall management of the City of Glendale. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

1. Ensure that the City Emergency Operations Center (EOC) or Command Post (CP) is activated.

2. Report to the EOC/CP.

3. Provide an initial damage assessment and casualty report.

4. Brief the EOC staff as to the status of the disaster.

5. Be ready to issue a declaration of emergency.

6. Ensure the Public Information Officer (PIO) and/or designated person is notified and reports to the EOC.

7. Determine whether or not county, state or federal assistance should be requested. City/County resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.
ANNEX B

CITY DEPUTY DIRECTOR OF EMERGENCY GOVERNMENT

KEY ACTION CHECKLISTS

The City Deputy Director of Emergency Government coordinates all components of the emergency management program in the City of Glendale. This includes hazard analysis, preparedness, mitigation, response and recovery activities for all natural and technological disaster/emergencies. The following tasks represent a checklist of actions this person should consider.

1. Report to the City EOC.

2. Maintain log of all key information, factors weighed, and decisions reached from the time of notification of the emergency. This log should include all information and orders given, and should be used continuously throughout the management of the emergency.

3. Activate the City EOC (see EOC Alerting List). Ensure that it is fully operational and that EOC staff have reported/are reporting to it.

4. Ensure that city officials and the County OEM Director have been notified, key facilities warned, sirens activated, etc.

5. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Mayor and to the County OEM Director.

6. Direct staff to assess and report on problems, resource shortfalls, policy needs and options.

7. Set reporting procedures.

    Coordinate with the Public Information Officer. Establish a regular schedule for bringing top staff together to hear from those planning the next set of action steps in response to the emergency. Approve or modify the suggested course of action.

8. Ensure that all department/agency heads have begun to keep separate and accurate records of disaster-related expenditures.
The Finance Director is responsible for assigned activities in the City of Glendale. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Report to the City EOC.

2. Maintain records indicating city expenses incurred due to the disaster.

3. Assist in the damage assessment process by:

   Provide information regarding the dollar value of property damaged as a result of the disaster, based on the current city assessed valuation of properties.

   Provide information (name, telephone number, etc.) regarding the owners of property which has been damaged/destroyed as a result of the disaster, based on the city’s property ownership records.

4. Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.

5. Assign department directors account numbers to which emergency expenditures may be charged.
ANNEX D

WARNING/COMMUNICATIONS

KEY ACTION CHECKLISTS

The Glendale Police Department is responsible for public warnings and communications activities in the City of Glendale. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Warn the following:
   a. Municipal Elected Officials
   b. Deputy Director of Emergency Government
   c. County OEM Director/Coordinator
   d. Municipal Emergency Operations Center representatives
   e. Special facilities

       1. Schools
       2. Nursing Homes
       3. Bayshore Town Center
       4. Water Plant
       5. Library

2. Ensure all persons and departments represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident site. This equipment consists of: telephones, cellular phones, portable radios, computers for internet and email, fax machine.

3. Activate public warning system. This may consist of sirens, door-to-door, telephone fan out. Develop assignment how alert, watch and warning would be handled prior to a disaster or emergency situation.

4. Establish communications with the County EOC, if activated, or the County OEM.

5. Establish communications with the Command Post, if established.
ANNEX E

LAW ENFORCEMENT

KEY ACTION CHECKLISTS

The Glendale Police Department is responsible for law enforcement activities in the City of Glendale. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all Police Department staff have been notified and that they report as the situation directs.

2. Determine scope of incident as to immediate casualties/destruction and whether the incident has the potential to expand or escalate. Determine manpower and equipment needs.

3. Scene security and perimeter control.

4. Traffic and crowd control.

5. Establish a command post and staging area as appropriate.

6. Institute ICS, establish communications.

7. Public warnings and evacuation if required.

8. Establish liaison to coordinate with involved agencies as appropriate.

9. Protection of critical facilities and resources.

10. Investigation of criminal activity.

11. Try to anticipate the department's needs for manpower and equipment 24-hours in advance. If additional assistance is needed, utilize mutual aid and S.M.A.R.T. agreements with other police departments.

12. Assist with search and rescue activities.

13. Assist the medical examiner with mortuary services.
The Health Officer from the North Shore Health Department will serve as the Health and Human Services Coordinator in the City of Glendale and is responsible for health and human services activities. The Coordinator will organize health and human services activities with a representative from the Milwaukee County Department of Health and Human Services. This person will keep the County Human Services Officer informed of all human services activities performed, underway, or planned within the municipality. The Health Officer will also coordinate as needed with the Wisconsin Department of health Services for public health related emergencies. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Coordinate activities of municipal departments which provide health and human services.

2. Report to the emergency operations center.

3. Coordinate with the American Red Cross in opening and managing shelters in the municipality.

4. Ensure canteen is set up to feed emergency workers in the municipality.

5. Work with American Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.

6. Assure provision of necessary outreach services to citizens affected by emergency or disaster.

7. Assure that public health needs of disaster victims are met.

8. Assume primary operational control for health-related emergencies such as pollution, contaminations, diseases and epidemics.

9. Distribute emergency literature/information to disaster victims giving instructions and assistance pertaining to their immediate needs.

10. Assure provision of psychological counseling and crisis intervention to disaster victims.

11. If the Milwaukee County EOC is activated, establish and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with the County Human Services Officer directly at the County Department of Health and Human Services.
ANNEX G

PUBLIC WORKS

KEY ACTION CHECKLISTS

The Public Works Department is responsible for public works activities in the City of Glendale. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all department personnel have been alerted and that they report as the situation directs.

2. Report to the City EOC/Command Post.

3. Review the disaster situation with field personnel and report situation to the City Deputy Director of Emergency Government.

4. Maintain transportation routes.

5. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.

6. Coordinate with Law Enforcement travel restrictions/road closures within the municipality.

7. Provide emergency generators and lighting.

8. Assist with traffic control and access to the affected area.

9. Assist with urban search and rescue activities as may be requested.

10. Assist private utilities with the shutdown of gas and electric services.

11. If necessary, establish a staging area for public works.

12. Report public facility damage information to the Damage Assessment Team.

13. If the Milwaukee County EOC is activated, establish and maintain contact with the County Highway Commissioner.
EMERGENCY MEDICAL SERVICES

KEY ACTION CHECKLISTS

A North Shore Fire Department representative will serve as the Emergency Medical Services Liaison for the City of Glendale and is responsible for emergency medical services activities in the City of Glendale. They will coordinate emergency medical and Health services activities with a representative from the North Shore Health Department and the Milwaukee County Emergency Medical Services Officer. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Assist in evacuating nursing homes, hospitals, and other medical facilities as needed.
2. Coordinate emergency medical care to victims (hospitals and ambulances).
3. Establish a triage area for victims.
4. Coordinate medical transportation for victims.
5. Establish a staging area in the municipality.
ANNEX I

PUBLIC INFORMATION

KEY ACTION CHECKLISTS

The Glendale Police Department is responsible for public information activities in the City of Glendale. The following tasks represent a checklist of actions the department should consider in an emergency or disaster situation.

1. The Public Information Officer (PIO) will function as the sole point of contact for the news media and public officials.

2. Maintain liaison with the EOC and CP in order to stay abreast of situation.

3. Establish a news media briefing area or location and brief the media at periodic intervals.

4. If the situation escalates and the County EOC is activated, coordinate with the County PIO to prepare news releases. The PIO could also request information officers from other police agencies if the situation expands or escalates quickly.

5. Conduct press tours of disaster areas within the municipality as the situation stabilizes.

6. Assist the county in establishing a Joint Public Information Center.

7. Issue protective action recommendations or public service advisories as directed by the Mayor or City Administrator.
The North Shore Fire Department is responsible for fire services activities in the City of Glendale. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Establish and/or respond to designated staging area, CP or City EOC as directed by on-scene personnel.

2. Assist Law Enforcement in warning the affected population.


4. Protect critical facilities and resources.

5. Designate a person to record the arrival and deployment of emergency personnel and equipment.

5. Assist Law Enforcement with evacuation, if needed.

6. Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.

Other responsibilities may include:

Assist with traffic control.

Assist with debris clearance.

If the County EOC is activated, establish and maintain contact with the person representing fire services.

If the Regional Hazardous Materials Team is needed for a Level A response, obtain assistance through the DEG Duty Officer.

If additional assistance is necessary, utilize mutual aid agreements and/or contracts with other fire departments.
ANNEX K

DAMAGE ASSESSMENT

KEY ACTION CHECKLISTS

The City Administrator is responsible for damage assessment activities in the City of Glendale. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Report to the City EOC or Command Post.

2. Record initial information from first responders such as law enforcement, public works or fire services.

3. Activate the damage assessment team which consists of the following municipal departments: Administration, Police, Fire, Public Works, Water Utility.

A. Within first 2-3 hours: Complete preliminary UDSR:

   1. Number of fatalities.
   2. Number of critical/minor injuries.
   3. Number of home/businesses damaged/destroyed.
   4. Number of power/telephone lines, poles damaged.
   5. Number of public facilities such as highways, roads, bridges, etc. damaged.
   6. Number of people who are homeless or in shelters.

B. Within 8 hours:

   1. Recount items 1-6 above.
   2. Complete another UDSR, estimating public and private damage.
   3. Video tape and/or take photos of major damage.

C. Within 24 hours:

   1. Update items 1-6 above.
   2. Complete updated UDSR.

4. Provide damage assessment information to the appropriate city officials and county emergency management director to assist in the preparation of the UDSR.

5. If the situation warrants, assist with the preparation of a local state of emergency declaration and forward to the Milwaukee County Emergency Management Director.
6. Plot damage assessment information on status boards in the municipal EOC and locate damaged sites on a map.
7. Record all expenditures for municipal personnel, equipment, supplies, services, etc., and track resources being used.
8. Prepare reports for the Public Information Officer.
OTHER ATTACHMENTS

1. 800 MHz Radio Channel Assignments
2. Hazard Materials Response Plan Listing
3. Emergency Proclamation Template
# Glendale PD 800 mhz Radio Channels

<table>
<thead>
<tr>
<th>Channel</th>
<th>Display</th>
<th>Description</th>
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### SYSTEM TAKEOVER MODES & BACKUP CHANNELS

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### COMMON TALKGROUP USES

- **NSPD** - Milwaukee County Police Dispatch
- **NSFD** - Milwaukee County Fire Dispatch
- **NSPW** - Milwaukee County DPW Dispatch
- **NSPC** - Milwaukee County Court

This page contains a table and diagram representing various communication systems and talkgroups used by different police and fire dispatch centers in various zones of Milwaukee County, Wisconsin. The table lists talkgroups for different zones and their associated uses, while the diagram visually represents the network topology and communication flow among these systems. The text highlights the importance of maintaining clear communication channels, especially during system failures, to ensure effective response to emergency incidents.
### Hazardous Materials Response Plan Listing

#### SARA Title III

Plans are located in a binder in the Police Department – Sergeant’s Office

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Aldrich Chemical</td>
<td>6000 N. Teutonia, Milwaukee</td>
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<tr>
<td>AT&amp;T</td>
<td>110 E. Good Hope</td>
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<tr>
<td>Boelter</td>
<td>4200 N. Port Washington</td>
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<tr>
<td>Cerac, Inc.</td>
<td>404 N. 13th Street, Milwaukee</td>
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<tr>
<td>Gardner Bender</td>
<td>6200 N. Baker</td>
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<td>Johnson Controls</td>
<td>5757 N. Green Bay</td>
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<td>North Shore Water Commission</td>
<td>400 W. Bender Rd.</td>
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<tr>
<td>Pentair</td>
<td>5730 N. Glen Park</td>
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<td>Strattec</td>
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<td>W.H. Brady</td>
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<td>2221 W. Camden</td>
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PROCLAMATION DECLARING EMERGENCY IN THE CITY OF GLENDALE, MILWAUKEE COUNTY, WISCONSIN

Whereas, due to the existence of an immediate and significant emergency and/or natural disaster, the Common Council of the City of Glendale is unable to promptly convene a quorum of the Common Council as set forth in Wis. Stat. § 166.23(3) or where the circumstances of the emergency or natural disaster preclude the ability to post and properly convene an Emergency Meeting with the requisite 2-hour notice required by Wis. Stat. § 19.84(3).

I, ________________________ (print name), the Mayor of the City of Glendale, Milwaukee County, State of Wisconsin, by this proclamation, hereby declare that an emergency exists within the City of Glendale, Milwaukee County, State of Wisconsin, for the following reason(s) (select one or more):

_____  War  _____  Tornado
_____  Conflagration  _____  Disaster
_____  Flood  _____  Riot or civil commotion
_____  Heavy snow storm or blizzard  _____  Other disaster or act of God
_____  Catastrophe

Which impair(s) transportation, food or fuel supplies, medical care, fire, health or police protection or other vital facilities of the City of Glendale.

The City of Glendale Emergency Plan is hereby placed into action.

The period of emergency shall be limited to the time during which the emergency conditions exist or are likely to exist in the City of Glendale.

The Mayor, or designated agents, have the authority to order by further proclamation whatever is necessary and expedient for the health, safety, welfare, and good order of the City of Glendale during the emergency, including without limitation the power to bar, restrict, and remove all unnecessary traffic, vehicular or pedestrian, from local highways.

Any person who violates a lawful order of the Mayor or designated agents made under this emergency proclamation may be subject to prosecution.

The City Clerk shall post this proclamation under s. 60.80, Wis. Stats.

The Common Council shall convene an emergency meeting within the next 2 hours or as soon as reasonably possible thereafter at the City Hall or other suitable location if the City Hall is not reasonably available to ratify this proclamation. Such ratification resolution shall become effective upon adoption by the Common Council and proper posting.

Dated this __________ day of ___________________ 20____

___________________________________________
Mayor  (signature)

___________________________________________
Mayor  (print name)
SUBJECT: Approval of Contract for General Forestry Services

FROM: Charlie Imig, Director of Public Works

MEETING DATE: February 24, 2020

FISCAL SUMMARY:

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BACKGROUND/ANALYSIS:
The City of Glendale does not have a certified forester on staff. The City Forester shall annually be appointed by the Mayor, subject to Council confirmation, at the Council’s organizational meetings. On September 23, 2019, the Common Council voted to authorize the Director of Public Works to enter into an agreement with Davey Resource Group for general forestry services until the end of that year for an amount not to exceed $5000.00.

It is the policy of the City to regulate and establish policy for the control of planting, removal, maintenance and protection of trees and shrubs in or upon all areas of the City to eliminate and guard against dangerous conditions which may result in injury to persons using the streets, alleys, sidewalks or any public or private areas; to promote and enhance the beauty and general welfare of the City; to prohibit the undesirable and unsafe planting, removal, treatment and maintenance of trees and shrubs located in the City; and to guard all trees and shrubs both public and private within the City against the spread of disease, insects or pests.

Staff solicited bids from several tree care companies. Bids for the aforementioned services were received from Wachtel Tree Science and Davey Resource Group. Davey Resource Group submitted an all-encompassing bid at the lowest price.

RECOMMENDATION:
Recommend the City contract with Davey Resource Group for general forestry services for the remainder of 2020 for an amount not to exceed $20,000. Staff will review their services and if satisfied, will recommend contacting for a three-year period, starting in 2021.

ACTION REQUESTED:
Motion to authorize the Director of Public Works to enter into an agreement with Davey Resource Group for general forestry services and appoint as City Forester.

ATTACHMENTS:
February 13, 2020

Charlie Imig  
Director of Public Works  
5909 North Milwaukee River Parkway  
Glendale, Wisconsin 53209

RE: Contract City Forester—City of Glendale, Wisconsin

Dear Mr. Imig:

Thank you for allowing Davey Resource Group, Inc “DRG”, to submit this proposal to the City of Glendale for urban forestry consulting services to your community. I have enclosed a brief selection of the standard services we can offer.

The following tasks are offered for your consideration as services that Davey Resource Group can provide the City of Glendale to support the community forest management program and assist City staff with program responsibilities. To support the City’s efforts further, DRG can provide expert services to complement the City’s staff. From reviewing ordinances to performing tree inspections or risk assessments, DRG is committed to assisting the City, its staff, residents, and commission as needed to promote and strengthen public tree management.

Scope of Services

The following tasks are offered for your consideration as services that DRG can provide the City of Glendale to support the community forest management program and assist City staff with program responsibilities. DRG is able to begin performing these tasks immediately upon authorization. Other services can be offered as well depending on the needs of the City. DRG will provide this professional assistance on a time and materials basis and will perform all duties in the best and most cost-efficient manner.
Charlie Imig  
City of Glendale  
February 13, 2020  

**Ordinance and Policy Review, and Miscellaneous Administrative Activities**  
A. Examine Glendale’ existing policies, ordinances, and regulations pertaining to trees on public properties or right-of-way and treatment of trees on private property during development activities. Provide recommendations for changes, alterations, or improvements to help meet City goals and objectives.  
B. Research available, timely, and applicable grants related to city functions, projects, and goals. This will be accomplished using subscription-based grant resources, internet searches, trace publications and news, and industry contacts on state and national levels.  
C. Work to keep the City’s tree inventory updated and assist with determining pruning schedules.  
D. Review plans, drawings, or landscape arrangements for planning, construction, development, and approval purposes as it pertains to trees and tree retention.  
E. Attend City Council or other public meetings and/or provide reports as needed.  
F. Assist with Tree City, USA application.

**Community-Wide Maintenance Recommendations**  
A. Visit, assess, and recommend maintenance for tree(s) at request of the Assistant City Manager or designee for second opinions or to help reduce the backlog of requests.  
B. Re-assess and evaluate trees on an on-going basis, based on results of Glendale’s tree inventory, individual Level 1 assessments of priority areas, or resident requests.  
C. Assist with the location and assessment of dead and dying hazardous trees on private property.  
D. Prepare a maintenance schedule based on a budget or resource availability defined by Glendale.  
E. Mark with paint trees designated for removal, pruning, or other maintenance tasks.  
F. Develop contract specifications for tree removal, pruning, or other maintenance tasks.  
G. Monitor pruning or removal contractors to verify work is completed to specifications.  
H. Update tree inventory as trees are assessed, per activities described in A and B.  

**Community Planting Program Management**  
A. Identify and organize planting sites for spring or fall plantings based on resident request and/or inventory results.  
B. Provide tree species and stock recommendations.  
C. Assist with tree procurement.  
D. Develop planting specifications and schedule for contractors or in-house planting crews.  
E. Update inventory after trees are planted.
Charlie Imig  
City of Glendale  
February 13, 2020

**PROJECT STAFFING**

DRG has a deep bench of professional and qualified staff to support the City of Glendale’ tree management activities. Through this project, the City may be supported by one or more project staff with appropriate qualifications. DRG strives to allocate the best, cost-effective professional for the job. All of our project staff are college-educated, professional arborists. Many carry additional qualifications, credentials, and certifications.

The following includes staff who may be assigned to your account:

**Kerry Gray, M.S.,** is a senior urban forestry consultant and project manager with DRG. Ms. Gray is responsible for project oversight and providing technical input into DRG’s urban forest master plans, tree management plans, municipal forestry operation assessments, and urban forestry and natural resource management ordinance and policy reviews. Prior to joining DRG, Ms. Gray was the Urban Forestry and Natural Resources Planning Coordinator for the City of Ann Arbor, Michigan. In this role she oversaw the management of the city’s urban forest, including: developing the city’s urban forest master plan; utilizing the city’s street tree inventory to identify forestry work priorities; developing resource plans; overseeing tree care contractors; and providing public outreach/education. Ms. Gray was also responsible for reviewing development site plans for compliance with city natural resource protection and landscaping ordinances. She has also worked for the Michigan DNR on emerald ash borer management and led efforts in resource conservation with the Ingham Conservation District. With this depth of experience, Ms. Gray provides significant support in operations, policies, and program management to a number of DRG clients. She is a Certified Arborist and Municipal Specialist (MI-3868AM) through the International Society of Arboriculture and is a past-chair of the Michigan Urban and Community Forestry Council where she was active in promoting sustainable urban and community forestry activities across Michigan. Ms. Gray holds both a bachelor of science and a master of science degree in forestry from Michigan State University.

**Pete Sorensen,** area manager, works in the urban forestry field to perform tree inventories, hazard tree assessments, and invasive species control. Pete joined DRG in 2011, where he worked in support of federal efforts to control the Asian longhorned beetle in Ohio, New York, and Massachusetts. He has managed a team of 60 inventory arborists working in Bethel, Ohio, executing an Asian longhorned beetle survey and hosted tree removal contracts for the Ohio Department of Agriculture and the U.S. Department of Agriculture. He has also worked to identify hazard trees in New England that may conflict with overhead utilities. He is trained in proper tree planting and basic pruning techniques, and has experience in identifying tree and plant species, evaluating tree condition and risk, and conducting street tree inventories. As such, in 2018 Mr. Sorensen managed and participated in inventory projects in the following communities: Mundelein, IL; Village and Parks; Park Ridge, IL; Fitchburg, WI; Rochelle, IL; and across all eight cemeteries for the Catholic Archdiocese of Milwaukee. Mr. Sorensen is an International Society of Arboriculture (ISA) Certified Arborist and Municipal Specialist (OH-6404AM) and also has an ISA Tree Risk Assessment Qualification (TRAQ), a Massachusetts Arborist Association Certified Arborist (MA-2429), and a Certified Pesticide Applicator (OH-126223) (IN-F250940). He has a bachelor of science degree in urban forestry from The University of Wisconsin – Stevens Point.
Nathan Paulus is an inventory arborist and works in the urban forestry field to perform tree inventories and hazard tree assessments. Nathan joined Davey in 2016 with the residential/commercial division in San Diego, California. He developed skills including tree and pest identification, proper pruning techniques, and pest management. He has experience with various GPS and GIS systems, handheld data collection units, and has experience in identifying tree and plant species, evaluating tree condition and risk, and conducting street tree inventories.

Mr. Paulus is an International Society of Arboriculture (ISA) Certified Arborist (WE-11557A) and also has an ISA Tree Risk Assessment Qualification (TRAQ), and a Certified Pesticide Applicator (CA-142242,) (WI-97257). He has a bachelor of science degree in urban forestry and forest recreation from The University of Wisconsin – Stevens Point.

**Project Fees**

- The services offered will not exceed the total amount authorized by the City. As the authorized amount is approached, DRG will contact the City for approval before completing additional work.
- Individual tasks will be assigned to DRG by the City of Glendale; task completion, timeline, and deliverables will be mutually agreed upon at time of assignment(s).
- The City will be billed on a monthly basis for field and/or office time.
- Fee Schedule
  - Reasonable travel time to work-site will be billed to the City at half the hourly rate.
  - Vehicles will be billed to the City at rate of $22.50 for a half day and $45 for a full day.
  - Any expenses for supplies or materials will be billed to the City at cost plus 10%.
  - Personnel hourly rates:
    - Kerry Gray is billed at $110.00 / hour.
    - Pete Sorensen is billed at $95.00 / hour.
    - Nathan Paulus is billed at $60.00 / hour.
    - Support from administrative staff is billed at $45.00 / hour.
  - If additional staff are likely to be involved with the City’s projects, DRG will provide the staff rate and a bio for the City’s approval prior to assigning that staff.
  - Taking into account any travel, DRG pledges to use the qualified staff with the lowest rate to best meet the City’s needs.
Charlie Imig  
City of Glendale  
February 13, 2020

If you have any questions or would like further information, please contact me by phone at 414-517-1695 or via email at Peter.Sorensen@davey.com.

Regards,

[Signature]

Authorization to Proceed  
Contract Forestry

[ ] Fiscal Year 2020 Support  
Amount Authorized: ____________

By checking the options above and signing this form, I do hereby acknowledge acceptance of the above-described proposal and authorize the Scope of Work to be performed.

Date:

Authorizing Signature:

Printed Name:

Title:
Limited Warranty

The Davey Tree Expert Company, its divisions, agents, representatives, operations, and subsidiaries (collectively “Davey”) provides this Limited Warranty as a condition of providing the services outlined in the agreement between the parties, including any bids, orders, contracts, or understandings between the parties (collectively the “Services”).

Davey provides the Services utilizing applicable standard industry practices and based on the facts and conditions known at the point in time the Services are performed. Facts and conditions related to the subject of the Services may change over time. Davey cannot predict or determine developments concerning the subject of the Services and will not be liable for any developments, changes, or conditions that occur, including, but not limited to, decay or damage by the elements, persons or implements, insect infestation, deterioration, conditions not discoverable using the means and methods used to perform the Services, or acts of God or nature or otherwise. If a visual inspection is utilized, visual inspection does not include aerial or subterranean inspection, testing, or analysis. Davey will not be liable for the discovery or identification of non-visualy observable, latent, dormant, or hidden conditions or hazards, and does not guarantee that items will be healthy or safe under all circumstances or for a specified period of time, or that remedial treatments will remedy a defect or condition.

Davey may have reviewed publicly available or other third-party records or conducted interviews, and has assumed the genuineness of such documents and statements. Davey disclaims any liability for errors, omissions, or inaccuracies resulting from or contained in any information obtained from any third-party or publicly available source.

To the extent permitted by law, Davey does not make and expressly disclaims any warranties or representations of any kind, express or implied, with respect to completeness, accuracy, or current nature of the information contained in the Services or the reports or findings resulting therefrom beyond that expressly contracted for by Davey in the agreements between the parties, including but not limited to, performing diagnosis or identifying hazards or conditions not within the scope of the Services or not readily discoverable using applicable standard industry practices. Davey disclaims any warranty of fitness for any particular purpose. Davey’s warranty is limited to one year from the date Services are performed. Davey’s liability for any claim, damage, or loss, whether direct, indirect, special, consequential, or otherwise, caused by or related to the Services shall be limited to the Services expressly contracted to be performed by Davey.
SUBJECT: Resolution to Initiate Discontinuance of a Public Way for the vacating of a public street at Bayshore Town Center.

FROM: Rachel Safstrom, City Administrator

MEETING DATE: February 24, 2020

FISCAL SUMMARY:

<table>
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STATUTORY REFERENCE:

<table>
<thead>
<tr>
<th>Wisconsin Statutes</th>
<th>§66.1003</th>
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</thead>
<tbody>
<tr>
<td>Municipal Code</td>
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BACKGROUND/ANALYSIS:

As part of the upcoming plans for the redevelopment of Bayshore Town Center, the developer has requested the streets of the development be private. In June, 2019 the Council went through this process. Though several engineers reviewed the information, a short portion of the streets were not included in the previous request. We must now proceed with the process to vacate the remaining portion of N. Bayshore Drive.

The City is the petitioner. Accordingly, the Resolution is a simple agenda item on this agenda. Staff will concurrently file the Lis Pendens, as attached. After the Council approves the initiating Resolution: Attached is a timeline for the process.

RECOMMENDATION:

Staff recommends approval of the Resolution and the setting of the public hearing.

ACTION REQUESTED:

Motion to approve Resolution to Initiate Discontinuance of a Public Way as presented.

Motion to set public hearing for Monday, June 24, 2019 at 6:00 p.m. for the vacating public streets at Bayshore Town Center.

ATTACHMENTS:

1. Time Frame Summary
2. Resolution with attachments.
3. Order Discontinuing Streets.
4. Lis Pendens Bayshore Streets.
<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Completed by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Request for vacation filed with Clerk’s Office</td>
<td>Applicant</td>
</tr>
<tr>
<td>2/24/2020</td>
<td>Common Council consideration of the right-way-vacation</td>
<td>Clerk’s Office</td>
</tr>
<tr>
<td></td>
<td>Preparation of resolution, public hearing notice, and notice of pendency (map and legal description if not provided by the applicant)</td>
<td>City Attorney, Clerk’s Office, Engineering</td>
</tr>
<tr>
<td></td>
<td>Request to vacate sent to secretary of transportation and commissioner of railroads as may be necessary</td>
<td>Clerk’s Office</td>
</tr>
<tr>
<td>04/13/2020</td>
<td>Common Council introduction of the resolution to vacate certain right-of-way and to set the public hearing date (minimum of 40 days after introduction)</td>
<td>Clerk’s Office</td>
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<tr>
<td></td>
<td>Send Notice of Pendency to be recorded (day after introduction at Common Council)</td>
<td>Clerk’s Office</td>
</tr>
<tr>
<td>04/14/2020</td>
<td>Notice served to property owners abutting ROW (via process server) (30 days prior to public hearing date)</td>
<td>Clerk’s Office</td>
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<td>04/14/2020</td>
<td>Notice mailed to property owners within 2,650 feet of ROW</td>
<td>Clerk’s Office</td>
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<tr>
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<td>Notice sent to newspaper for publication (Class 3)</td>
<td>Clerk’s Office</td>
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<td></td>
<td>Post notice at City Hall and place on City’s website</td>
<td>Clerk’s Office</td>
</tr>
<tr>
<td></td>
<td>Public hearing published in paper 3 times</td>
<td>Clerk’s Office</td>
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<td>06/08/2020</td>
<td>Public hearing held by Common Council and action on resolution</td>
<td>Clerk’s Office</td>
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<td>Resolution sent to newspaper for publication</td>
<td>Clerk’s Office</td>
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<td></td>
<td>Public hearing at Common Council and adopt Resolution</td>
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<td></td>
<td>Record adopted Resolution</td>
<td>Clerk’s Office</td>
</tr>
<tr>
<td></td>
<td>Send property owners copy of recorded Resolution</td>
<td>Clerk’s Office</td>
</tr>
</tbody>
</table>
STATE OF WISCONSIN      CITY OF GLENDALE      MILWAUKEE COUNTY

RESOLUTION NO. _________

A RESOLUTION TO INITIATE DISCONTINUANCE OF A PUBLIC WAY

WHEREAS, §66.1003(4), Stats., provides that a governing body may initiate the discontinuation process by resolution, and

WHEREAS the City Clerk has filed a notice with the Milwaukee County Register of Deeds as required under §840.11 (1), Wis. Stats., providing notice of this Resolution and brief statement as to the nature of this Resolution together with a map and description of the land to be affected.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF GLENDALE DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1:

That it is in the public interest to discontinue those portions of rights of way located in the parcel described in the attached Exhibit A.

SECTION 2:

The City Clerk is directed to prepare and distribute appropriate notices for a hearing to receive comments on proposed discontinuation before making a determination to discontinue, in accordance with all legal requirements.

SECTION 3: EFFECTIVE DATE.

This resolution shall take effect immediately upon passage and posting or publication as provided by law.

This Resolution passed this ___ day of ___________ 2020.

CITY OF GLENDALE

_____________________________
Bryan Kennedy, Mayor

ATTEST:

_____________________________
Megan Humitz, City Clerk
EXHIBIT A

That part of North Bayshore Drive in part of Southwest 1/4 of the Southeast 1/4 of Section 29, Town 8 North, Range 22 East, in the City of Glendale, Milwaukee County, Wisconsin, which is bounded and described as follows:

COMMENCING at the Southwest corner of said 1/4 Section; thence North 89°40'14" East along the South line of said 1/4 Section 110.12 feet to a point; thence North 00°19'46" West 60.00 feet to a point on the North line of West Spring Drive; thence North 89°40'14" East along said North line 548.60 feet to a point on the West line of North Bayshore Drive and the point of beginning of the lands to be described; thence North 00°23'37" West along said West line 122.60 feet to a point; thence Northwesterly 23.60 feet along said West line and arc of a curve, whose center lies to the West, whose radius is 59.00 feet, and whose chord bears North 11°51'17" West 23.45 feet to a point; thence North 23°18'58" West along said West line 19.06 feet to a point; thence North 00°19'46" West along said West line 58.90 feet to a point on the East line of North Bayshore Drive; thence South 23°18'58" East along said East line 118.15 feet to a point; thence South 00°23'37" East along said East line 113.24 feet to a point on the North line of West Silver Spring Drive; thence South 89°40'14" West along said North line 34.00 feet to the point of beginning.

Said lands contain 5,937 square feet, or 0.1363 acres.
EXHIBIT A

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Said lands contain 5,937 square feet, or 0.1363 acres.
Resolution No. _____ A Resolution to Initiate Discontinuance of a Public way

This Is Not Homestead Property.

THIS RESOLUTION IS TO BE FILED IN THE REAL ESTATE RECORDS OF MILWAUKEE COUNTY, WISCONSIN.

This Resolution Relates to Property in:
Glendale, Milwaukee County, Wisconsin.
STATE OF WISCONSIN      CITY OF GLENDALE      MILWAUKEE COUNTY

RESOLUTION NO. __________

A RESOLUTION TO INITIATE DISCONTINUANCE OF A PUBLIC WAY

WHEREAS, §66.1003(4), Stats., provides that a governing body may initiate the discontinuation process by resolution, and

WHEREAS the City Clerk has filed a notice with the Milwaukee County Register of Deeds as required under §840.11 (1), Wis. Stats., providing notice of this Resolution and brief statement as to the nature of this Resolution together with a map and description of the land to be affected.

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF GLENDALE DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1:

That it is in the public interest to discontinue those portions of rights of way located in the parcel described in the attached Exhibit A.

SECTION 2:

The City Clerk is directed to prepare and distribute appropriate notices for a hearing to receive comments on proposed discontinuation before making a determination to discontinue, in accordance with all legal requirements.

SECTION 3: EFFECTIVE DATE.

This resolution shall take effect immediately upon passage and posting or publication as provided by law.

This Resolution passed this ___ day of __________ 2020.

CITY OF GLENDALE

________________________
Bryan Kennedy, Mayor

ATTEST:

________________________
Megan Humitz, City Clerk
STATE OF WISCONSIN  
)  
) SS.  
COUNTY OF MILWAUKEE  
)  

Personally came before me this _____ day of ___________, 2020, the above named Bryan Kennedy and Megan Humitz, the Mayor and City Clerk, respectively, of the City of Glendale, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

Print Name: __________________________________________
Notary Public, State of Wisconsin
My Commission: ______________________________________
EXHIBIT A

That part of North Bayshore Drive in part of Southwest 1/4 of the Southeast 1/4 of Section 29, Town 8 North, Range 22 East, in the City of Glendale, Milwaukee County, Wisconsin, which is bounded and described as follows:

COMMENCING at the Southwest corner of said 1/4 Section; thence North 89°40'14" East along the South line of said 1/4 Section 110.12 feet to a point; thence North 00°19'46" West 60.00 feet to a point on the North line of West Spring Drive; thence North 89°40'14" East along said North line 548.60 feet to a point on the West line of North Bayshore Drive and the point of beginning of the lands to be described; thence North 00°23'37" West along said West line 122.60 feet to a point; thence Northwesterly 23.60 feet along said West line and arc of a curve, whose center lies to the West, whose radius is 59.00 feet, and whose chord bears North 11°51'17" West 23.45 feet to a point; thence North 23°18'58" West along said West line 19.06 feet to a point; thence North 00°19'46" West along said West line 58.90 feet to a point on the East line of North Bayshore Drive; thence South 23°18'58" East along said East line 118.15 feet to a point; thence South 00°23'37" East along said East line 113.24 feet to a point on the North line of West Silver Spring Drive; thence South 89°40'14" West along said North line 34.00 feet to the point of beginning.

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Said lands contain 5,937 square feet, or 0.1363 acres.
County of Milwaukee

City of Glendale

Upon the Resolution adopted by the Common Council of the City of Glendale declaring that public interest requires that portions of rights of way located in the City be vacated and discontinued, and the publication of a notice stating the time and place the Common Council of the City of Glendale would meet and decide upon such application; the Common Council of the City of Glendale did in fact meet on __________, 2020 at _____ p.m., in the City Hall and did hear all reasons for and against the petition; and it being the Council's opinion that the public good will thereby be promoted did discontinue those portions of rights of way as hereinafter described. Now, therefore, upon the petition and pursuant to the authority found at §66.1003, Wis. Stats., the Common Council of the City of Glendale, as represented by the Mayor's signature below, did on __________, 2020, order and determined that the portions of rights of way located in the City further described by the map exhibit and legal description in the attached Exhibit A (consisting of 2 pages) be discontinued.

Dated this ______ of ___________ 2020.

Bryan Kennedy, Mayor

ATTEST:

Megan Humitz, City Clerk
EXHIBIT A

LEGAL DESCRIPTION

That part of North Bayshore Drive in part of Southwest 1/4 of the Southeast 1/4 of Section 29, Town 8 North, Range 22 East, in the City of Glendale, Milwaukee County, Wisconsin, which is bounded and described as follows:

COMMENCING at the Southwest corner of said 1/4 Section; thence North 89°40'14" East along the South line of said 1/4 Section 110.12 feet to a point; thence North 00°19'46" West 60.00 feet to a point on the North line of West Spring Drive; thence North 89°40'14" East along said North line 548.60 feet to a point on the West line of North Bayshore Drive and the point of beginning of the lands to be described; thence North 00°23'37" West along said West line 122.60 feet to a point; thence Northwesterly 23.60 feet along said West line and arc of a curve, whose center lies to the West, whose radius is 59.00 feet, and whose chord bears North 11°51'17" West 23.45 feet to a point; thence North 23°18'58" West along said West line 19.06 feet to a point; thence North 00°19'46" West along said West line 58.90 feet to a point on the East line of North Bayshore Drive; thence South 23°18'58" East along said East line 118.15 feet to a point; thence South 00°23'37" East along said East line 113.24 feet to a point on the North line of West Silver Spring Drive; thence South 89°40'14" West along said North line 34.00 feet to the point of beginning.

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COMMENCING at the Southwest corner of said 1/4 Section, thence North 89°00′40″ East along the South line of said 1/4 Section 110.12 feet to a point; thence North 00°00′19″ West 60.00 feet to a point on the North line of West Silver Spring Drive; thence North 89°00′40″ East along said North line 548.60 feet to a point on the West line of North Bayshore Drive and the point of beginning of the lands to be described; thence North 00°23′37″ West along said West line 122.60 feet to a point; thence Northwesterly 23.60 feet along said West line and arc of a curve, whose center lies to the West, whose radius is 59.00 feet, and whose chord bears North 11°51′17″ West 23.45 feet to a point; thence North 23°18′58″ West along said West line 19.06 feet to a point; thence North 00°19′46″ West along said West line 58.90 feet to a point on the East line of North Bayshore Drive; thence South 23°18′58″ East along said East line 118.15 feet to a point; thence South 00°23′37″ East along said East line 113.24 feet to a point on the North line of West Silver Spring Drive; thence South 89°00′40″ West along said North line 34.00 feet to the point of beginning.

Said lands contain 5,937 square feet, or 0.1363 acres.
Pursuant to § 840.11, Wis. Stats., notice is hereby provided of the following action which might confirm or change interests in said real property.

Pursuant to §66.1003, Stats., which provides that a governing body may initiate the process of discontinuation of a public right-of-way by resolution, the Common Council of the City of Glendale, Milwaukee County, Wisconsin intends to discontinue portions of rights of way located in the City of Glendale.

Description of land affected:

SEE ATTACHED LEGAL DESCRIPTION

Map of land affected:

SEE ATTACHED MAP EXHIBIT

Dated this ______ day of ___________, 2020.

CITY OF GLENDALE

By: __________________________
John Fuchs, City Attorney
STATE OF WISCONSIN
) SS.
COUNTY OF MILWAUKEE
)

Personally came before me this ____ day of __________, 2020, the above named Bryan Kennedy and Megan Humitz, the Mayor and City Clerk, respectively, of the City of Glendale, to me known to be the persons who executed the foregoing instrument and acknowledged the same.

______________________________
Print Name:

Notary Public, State of Wisconsin

My Commission:__________________
LEGAL DESCRIPTION

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SUBJECT: Bid Results for the Lydell Avenue Reconstruction Project

FROM: Charlie Imig, Director of Public Works

MEETING DATE: February 24, 2020

FISCAL SUMMARY:

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<th>Budget Summary:</th>
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<tr>
<td>Budgeted Expenditure:</td>
<td></td>
</tr>
<tr>
<td>Budgeted Revenue:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

STATUTORY REFERENCE:

| Wisconsin Statues: | N/A |
| Municipal Code: | N/A |

BACKGROUND/ANALYSIS:

Three bids were received, reviewed and tabulated for the Lydell Avenue Reconstruction project. Upon examination of the bid documents, Lalonde listed Environmental Solutions, Inc. (ESI) as one of their subcontractors.

From past experiences on projects in Glendale, ESI is not an approved contractor in the City of Glendale. Clark Dietz asked Lalonde to replace ESI as a subcontractor per Article 7.07 in the Contract Documents. Lalonde submitted new prices for ESI responsible bid items which resulted in a contract addition of $7,021.00 to use T&T Tree Service for Tree Removal and JP Pro Landscaping for the landscaping and signing items of the project.

The bid amounts received are as follows, for the Lydell Avenue Reconstruction Project. The estimated construction engineering costs are $66,000 for this project. Lalonde Contractors Inc. modified bid amount, swapping ESI out for other subcontractors, is $1,369,459.37.

1. Lalonde Contractors Inc.: $1,362,438.37
2. Zenith Tech Inc: $1,446,652.34
3. Zignego Company Inc: $1,674,036.55

RECOMMENDATION:

Staff recommends awarding a contract to the low responsible bidder, Lalonde Contractors Inc. for the adjusted base bid amount, which includes swapping ESI out for other subcontractors, of $1,369,459.37.

This project is funded by the Tax Incremental Financing District for Bayshore. This project was approved in the project plan. This is funded by fund balance, a portion by the Village of Whitefish Bay, and some by the developer. There are no borrowed funds for this project.

ACTION REQUESTED:

Motion to accept the low base bid of $1,369,459.37 and award of contract to Lalonde Contractors Inc., for Lydell Avenue Reconstruction Project.

ATTACHMENTS:

1. Engineer Recommendation Letter
February 19, 2020

Charlie Imig
Director of Public Works
City of Glendale
5909 N. Milwaukee River Parkway
Glendale, WI 53209

Re: Lydell Avenue Reconstruction

Dear Charlie,

I reviewed and tabulated the three bids received for the Lydell Avenue Reconstruction project and confirmed that the as-read low bidder, LaLonde Contractors, Inc. is the low bidder for this project. The bid amounts received are as follows:

LaLonde Contractors Inc.: $1,362,438.37
Zenith Tech Inc: $1,446,652.34
Zignego Company Inc: $1,674,036.55

The bid tabs for this project are attached.

Upon examination of the bid documents, Lalonde listed ESI as one of their sub-contractors. From past experiences on projects in Glendale, ESI is not an approved contractor in the City of Glendale. Clark Dietz asked LaLonde to replace ESI as a subcontractor per Article 7.07 in the Contract Documents. LaLonde submitted new prices for ESI responsible bid items which resulted in a contract addition of $7,021.00 to use T&T Tree Service for Tree Removal and JP Pro Landscaping for the landscaping and signing items of the project.

LaLonde Contractors Inc. modified bid amount swapping ESI out for other subcontractors is $1,369,459.37.

Clark Dietz recommends that the City award a contract to the low responsible bidder, LaLonde Contractors Inc. for the base bid amount of $1,369,459.37.

The allowable construction period for this project runs till July 3rd, 2020.

If you have any questions or require additional information regarding this matter, please contact our office.

Sincerely,

[Signature]

Mustafa Emir, PhD, PE
City Engineer
Clark Dietz, Inc.